

NORTH CENTRAL COUNTIES CONSORTIUM

OCCUPATIONAL OUTLOOK REPORT

2003 – 2004

Updated Labor Market & Training Information for
Counties of Colusa, Glenn, Lake, Sutter, and Yuba



Sponsored by the North Central Counties Consortium
and by the Employment Development Department,
Labor Market Information Division, CCOIS Group

**NORTH CENTRAL COUNTIES CONSORTIUM
OCCUPATIONAL OUTLOOK REPORT
2003-2004**

**for
COLUSA, GLENN, LAKE, SUTTER & YUBA COUNTIES**

*Printed & Distributed January, 2004
Data Collected in 2003*

A PRODUCT OF

California Cooperative Occupational Information System (CCOIS)
State of California, Employment Development Department (EDD)

SPONSORED BY

North Central Counties Consortium (NCCC) <http://www.northcentralcounties.org/>
Employment Development Department – Labor Market Information Division (LMID)
<http://www.calmis.ca.gov>
California Career Resources Network (CalCRN) <http://www.californiacareers.info>

PROJECT STAFF

North Central Counties Consortium:	Nelson Anthoine, Program Analyst
EDD Labor Market Information Division:	Karen Yuke, Site Analyst
	Angelica Duran, Site Analyst

This report is available on compact disc: to obtain call Nelson Anthoine at (530) 822-7145.
This report also is available at LMID website: <http://www.calmis.ca.gov/htmlfile/ccois/oor.htm>

ACKNOWLEDGEMENTS

We wish to express our gratitude to those who have helped with this project. Special thanks are extended to:

- Nearly two hundred employers in Yuba, Sutter, Lake, Glenn, and Colusa counties, for giving their valuable time to respond to CCOIS occupational surveys over the past year.
- The Workforce Investment Board (WIB) and the Governing Board of the North Central Counties Consortium (NCCC), for supporting the CCOIS program and updates of local labor market information and employment statistics.
- Jim Lambert, Chairperson, NCCC WIB; Gary Freeman, Chairperson, NCCC Governing Board; and Charles Peterson, Executive Director, North Central Counties Consortium for leading the NCCC WIB and Governing Board in support of this endeavor to collect and distribute up-to-date labor market information.
- Staff and managers from one-stop career centers, economic planning and development agencies, county offices of education/regional occupational programs, high schools, social service agencies, and other concerned agencies, for participating in the selection of occupations for study, and for contributing ideas to the write-ups of the occupational summaries.
- The Employment Development Department, Labor Market Information Division (LMID) staff for their support and technical assistance.
- Production assistance, printing/copying, and binding by Kinko's, Chico, CA. Ed Shausey provided assistance with conversion of multiple MS Word files to Adobe Acrobat-pdf files to facilitate printing and posting at websites.

FOR FURTHER INFORMATION REGARDING THIS REPORT, PLEASE CONTACT:

Nelson Anthoine
North Central Counties Consortium
1215 Plumas St., Suite 1800
Yuba City, CA 95991
Ph: (530)822-7145-x109 Fax: (530)822-7150
<mailto:nanthoine@ncen.org>

TABLE OF CONTENTS

	<u>Page</u>
COVER PAGE	
ACKNOWLEDGEMENTS	
TABLE OF CONTENTS	
INTRODUCTION	1
CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM (CCOIS)	1
NORTH CENTRAL COUNTIES CONSORTIUM (NCCC)	2
NCCC AREA PROFILE: COLUSA, GLENN, LAKE, SUTTER, & YUBA COUNTIES	2
CCOIS METHODOLOGY	5
DESCRIPTION OF THE OCCUPATIONAL SUMMARIES	6
<u>NCCC CCOIS 2003 OCCUPATIONAL SUMMARIES</u>	
ACCOUNTANTS AND AUDITORS	14
BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS	16
CARPENTERS	18
HELPERS - CARPENTERS	20
DENTAL ASSISTANTS	22
DENTAL HYGIENISTS	24
DESKTOP PUBLISHERS	26
ESL (English as Second Language) TEACHERS	28
FINANCIAL MANAGERS	30
FIRST-LINE SUPERVISORS/MANAGERS of FARMING, FISHING, and FORESTRY WORKERS	32
FOOD SERVICE MANAGERS	34
LICENSED PRACTICAL AND VOCATIONAL NURSES	36
MEDICAL RECORDS AND HEALTH INFORMATION OFFICERS	38
NURSING AIDES, ORDERLIES, AND ATTENDANTS	40
PHARMACISTS	42
PHARMACY AIDES	44
PHARMACY TECHNICIANS	46
PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALISTS	48
ROOFERS	50
HELPERS - ROOFERS	52
SALES REPRESENTATIVES, WHOLESALE & MANUFACTURING, TECHNICAL & SCIENTIFIC	54
SOCIAL AND HUMAN SERVICE ASSISTANTS	56
<u>NCCC TRAINING DIRECTORY FOR OCCUPATIONS SURVEYED</u>	
OVERVIEW OF NCCC TRAINING DIRECTORY, 2003 - 2004	60
PART I – LIST OF SOC OCCUPATIONS WITH TRAINING PROVIDERS	61
PART II – LIST OF TRAINING PROVIDERS WITH CONTACT, SERVICES, AND TRAINING PROGRAM INFORMATION	64
Appendix: CCOIS Questionnaire Used in Employer Survey	71
LIST OF ONE STOP CAREER CENTERS in Colusa, Glenn, Lake, Sutter, and Yuba counties	inside cover

INTRODUCTION

This Occupational Outlook Report is a resource we hope you will find useful. The purpose of this report is to provide information for individuals, service agencies, schools, and employers about the local labor market, employment trends and opportunities, wages and benefits for occupations, occupational skills and training requirements, and other information related to employment and training. The information in this report was collected, analyzed, and prepared through a partnership of the North Central Counties Consortium (NCCC) and the State of California, Employment Development Department, Labor Market Information Division (EDD-LMID), and the California Career Resources Network (CalCRN).

Information in this report is specific to the region encompassing Colusa, Glenn, Lake, Sutter, and Yuba counties. The report contains occupational summaries for twenty-two (22) occupations surveyed from May through November, 2003. It also contains a Training Directory listing vocational training providers and contact information for people seeking training to enter (or upgrade skills for) the occupations surveyed and reported herein.

Information presented herein may be used by a wide array of organizations and individuals to assist decision-making for: individual career choices; training and service plans for public agencies and schools; curriculum design for training programs; economic development initiatives; and employer determinations of competitive or comparable wages and benefits for occupations.

The *North Central Counties Consortium Occupational Outlook Report, 2003-2004* is the official annual report for this region of the California Cooperative Occupational Information System.

CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM

California Cooperative Occupational Information System (CCOIS) is the name given to a statewide network of local partners and state analysts who work together to provide up-to-date and relevant labor market and occupational information, under the guidance of the EDD-LMID CCOIS Group. Internet addresses for partners' agencies are found on the title page; these websites also provide meaningful resources for our communities.

CCOIS has been established through state laws and regulations. Section 10533 of the *California Unemployment Insurance Code* requires the state Employment Development Department to conduct the CCOIS as a major component of a comprehensive labor market information system. It states that CCOIS shall produce statistically valid occupational analyses for local job training and education programs; and that the local surveys must be conducted by a local entity under the direction of EDD. Further, it must include the participation of local users of the information. The law requires the EDD and local entities to prepare occupational analyses using state occupational forecasts and other indicators of growth, combined with local employer surveys. To provide continuity in this statewide system, all CCOIS reports bear the title "Occupational Outlook" and the name of the geographic area covered by the report.

CCOIS efforts have been reinforced by statutes in the federal Workforce Investment Act and Carl D. Perkins Vocational Education Act, which require analyses of current labor market conditions and determination of future labor market needs, and systems for updating and widely distributing valid employment statistics.

NORTH CENTRAL COUNTIES CONSORTIUM

The North Central Counties Consortium is a Special District formed by a Joint Powers Agreement between five semi-rural counties, Colusa, Glenn, Lake, Sutter, and Yuba, for the purpose of implementing federal workforce development programs in this area. The consortium counties together are considered a Local Workforce Investment Area under the federal Workforce Investment Act. The Workforce Investment Board and the Governing Board of NCCC oversee the administrative office and its subcontractors. NCCC subcontracts with local agencies to operate One Stop Career Centers in each county. *A list of One Stop Career Centers with contact information is on the last page of this document.* Programs operated under the Workforce Investment Act are implemented at these centers in coordination with partner agencies serving customers in the five counties.

NCCC promotes:

- Better use of resources through coordination and integration of services.
- Universal availability and accessibility of workforce development, employment and training services for all residents and employers in the NCCC counties.
- Continuous improvement of local workforce development programs and services.
- Better efficiency, effectiveness, information, and communication through increased automation & electronic connectivity between consortium agencies, partners, & customers.

AREA PROFILE: COLUSA, GLENN, LAKE, SUTTER & YUBA COUNTIES

Colusa County, one of California's twenty-seven original counties established in 1850, is located on the west side of the Northern Sacramento Valley, covering 1,156 square miles. It includes foothills and mountains of the Coast Range on the west side of the county, and has the Sacramento River on the east side of the county. It is bordered to the south by Yolo County, to the west by Lake County, to the north by Glenn County, and to the east by Butte and Sutter Counties.

Much of the land is devoted to agriculture, the primary economic activity and chief source of employment in the area. Major crops are rice, tomatoes, almonds, wheat, walnuts, dried plums, and other fruit. Significant industries are agriculture, government, retail trade, and manufacturing -- at approximately 33.5%, 23.1%, 13.2%, and 10.3%, respectively, of all employment. Major transportation routes in the county include Interstate 5 as well as State Highways 16, 20, and 45. A major north-south railroad line also passes through the county. Population centers are the cities of Colusa, Williams, and Maxwell.

Colusa County population, as counted by the US Census Bureau for April 1, 2000, was 18,805, an increase of 15.5% since 1990. The 2000 census counted the number of households as 6,097 and the population in households as 18,357, with an average household size of 3.01; and the number of families as 4,576 and the population in families as 16,078, with an average family size of 3.51. The population is about 46% Hispanic.

Glenn County, created in 1891 from a northern part of Colusa County, is on the west side of the Northern Sacramento Valley, covering 1,319 square miles. It includes a portion of the Mendocino National Forest in the Coast Range on the west side of the county, and has an eastern boundary along the Sacramento River. It is bordered to the south by Colusa County, to the west by Mendocino and Lake counties, to the north by Tehama County, and to the east by Butte County.

The land is divided between farmland on the valley floor, and grazing land and mountainous forests in the Coast Range. Major crops are rice, wheat, hay, plums, walnuts, almonds, corn, oranges, dried plums, and other fruit. Dairy products and cattle are another important source of income. Significant industries are government, agriculture, retail trade, and manufacturing -- at approximately 29.5%, 19.8%, 14%, and 10.9%, respectively, of all employment. Major transportation routes in the county include Interstate 5 as well as State Highways 32, 45, and 99W. A major north-south railroad line also passes through the county. Population centers are the cities of Orland, Willows, and Hamilton City.

Glenn County population, as counted by the US Census Bureau for April 1, 2000, was 26,453, an increase of 6.7% since 1990. The 2000 census counted the number of households as 9,172 and the population in households as 26,065, with an average household size of 2.84; and the number of families as 6,733 and the population in families as 22,422, with an average family size of 3.33. The population is about 30% Hispanic. Hmong people (originally from Laos) are the next largest minority group.

Lake County, created in 1861 from a northern part of Napa County, is within the Coast Range, approximately 100 miles north of San Francisco and 35 miles east of the Pacific Ocean, and covers 1,327 square miles. It is bordered by Mendocino County to the west, Sonoma and Napa counties to the south, and Yolo, Colusa, and Glenn counties to the east.

The county's most prominent geographical feature is Clear Lake, the largest natural lake in California, which covers approximately 5 percent of the county's area. The terrain north of Clear Lake is rugged with elevations over 6,000 feet. The county's proximity to the San Francisco Bay Area, combined with its variety of resorts and boating facilities, make it a popular recreation and retirement area, causing the service industry to be the second largest at 26.9% of employment. Other significant industries are government and retail trade -- at approximately 27% and 21%, respectively, of all employment. Major crops are pears, wine grapes, and walnuts. Agriculture accounts for only 5.9% of employment. State Highway 20 connects the area with both US 101 and Interstate 5. Population centers are the cities of Lakeport and Clearlake, and many smaller towns surround the lake, especially along Rt. 20 on the north side of the lake.

Lake County population, as counted by the US Census Bureau for April 1, 2000, was 58,309, an increase of 13.2% since 1990. The 2000 census counted the number of households as 23,974 and the population in households as 57,220, with an average household size of 2.39; and the number of families as 15,370 and the population in families as 44,809, with an average family size of 2.92. The population is about 11% Hispanic.

Sutter County, one of California's twenty-seven original counties established in 1850, covers the area where the Northern Sacramento Valley begins above the City and County of Sacramento. It is bordered to the west by Yolo and Colusa counties, to the north by Butte County, and to the east by Sierra and Nevada counties. It covers 1,246 square miles in the flat,

agriculturally rich valley. The Sutter Buttes, the world's smallest mountain range, and the Sacramento River are on the west side of the county, and the Feather River is on the east side.

Much of the land is devoted to agriculture, the third largest industry in the area at 18.5% of employment. A wide variety of crops are produced including tomatoes, rice, peaches, dried plums, nuts, and other grains. Other significant industries are retail trade, services, and government -- at approximately 21.7%, 21.7%, and 16.9%, respectively, of all employment. The major transportation routes include State Highways 99 and 20. Several railroad lines pass through the county. Population centers are the cities of Yuba City and Live Oak.

Sutter County population, as counted by the US Census Bureau for April 1, 2000, was 78,930, an increase of 22.5% since 1990. The 2000 census counted the number of households as 27,033 and the population in households as 77,547, with an average household size of 2.87; and the number of families as 19,946 and the population in families as 66,725, with an average family size of 3.35. The population is about 22% Hispanic. East Indian people, mostly from Punjab Province, and mostly Sikh, are the next largest minority group.

Yuba County, one of California's twenty-seven original counties established in 1850, includes the Yuba River watershed in the Northern Sierra Mountains and extensive farmland on the valley floor. It covers 639 square miles. It is bordered to the west by Sutter Counties, to the north by Butte and Plumas counties, to the east by Sierra and Nevada Counties, and to the south by Placer County.

The largest industry is government at approximately 36.3% of all employment, largely due to Beale Air Force Base. The next three largest industries are services, retail trade, and agriculture -- at approximately 18.7%, 13.2%, and 11.5%, respectively, of all employment. Major crops include rice, peaches, walnuts, dried plums, and other grains. The Sierra Mountains have lakes, reservoirs, recreation facilities, and forests which provide both employment and recreation opportunities. Major transportation routes are State Highways 20, 65, and 70. Several railroad lines pass through the county. Population centers are the cities of Marysville and Wheatland.

Yuba County population, as counted by the US Census Bureau for April 1, 2000, was 60,219, an increase of 3.4% since 1990. The 2000 census counted the number of households as 20,535 and the population in households as 58,885, with an average household size of 2.87; and the number of families as 14,801 and the population in families as 49,468, with an average family size of 3.34. The population is about 1% Hispanic. Hmong people (originally from Laos) are the next largest minority group.

NOTE: Census data provided above was culled from Summary File 1, General Profile 1, for the counties as found at the State of California, Department of Finance website (January, 2004): <http://www.dof.ca.gov/HTML/DEMOGRAP/SF1profiles.htm>

For more information on each county's economy, labor market, and demographics see the EDD Labor Market Information Division's *County Snapshot* (updated 2003) at the LMID website: <http://www.calmis.ca.gov/htmlfile/subject/COsnaps.htm>; or see the CSU, Chico, Center for Economic Development's *Economic and Demographic Profile* booklet, available for each NCCC county. The latter can be obtained by calling the center at (530) 898-4598.

CCOIS METHODOLOGY

To select the occupations studied, conduct the local employer surveys, and produce the occupational summaries, the following occurs:

Occupational Projections: Occupational projections are developed by the EDD Labor Market Information Division, and are used to help identify growing and declining occupations, and occupations suitable for local surveying.

Occupational Selection: A variety of criteria for occupational selection have been established in the CCOIS Program and are used to help select the survey occupations. The primary objective is to survey occupations that are of most interest to the users of occupational information, within the limitations of a standardized research project. For each survey year, a preliminary list, with approximately three times more occupations than are surveyed each year, is developed and distributed to users of this information by mail and at community meetings in January. The recipients include supervisors, staff, and members of workforce development and vocational training programs, economic development organizations, educational institutions, the NCCC Workforce Investment Board and Governing Board, and local government and non-profit service agencies. Representatives of these agencies are asked to identify which occupations they would like studied. Largely based on the input of these community members, occupations for the next year's survey are selected and forwarded to LMID. The list of occupations is reviewed by LMID, and appropriate adjustments may be made after review of employment projections data. By late February, at least twenty occupations are selected for the year's survey.

Questionnaire Development: The latest survey questionnaire developed by the LMID California Cooperative Occupational Information System (CCOIS) Group is distributed for collecting data for all occupations in the year's survey. The questionnaire provides the means for collecting the fields of data described in the next section of this report, the Description of Occupational Summaries.

Sample Selection and Refinement: LMID generates employer samples by industry and employer size for each occupation selected. Employers are contacted to verify they employ persons in the occupation and are willing to participate in the project.

Employer Survey: Confidential employer surveys are conducted by telephone, fax, mail, email, or in person. Collected surveys are reviewed for consistency and employers contacted again for clarifications, if needed.

Data Entry and Tabulation: The responses of completed surveys are entered into the CCOIS database that tabulates data in a standard way for all CCOIS local partners and for all occupations. This database has been programmed by LMID staff and subcontractors.

Analysis and Generation of Occupational Summaries: Data from the CCOIS database tabulations; from other relevant information provided by LMID (including updated employment projections); and from research by the local partner (including licensing/skill-certifying organizations for occupations and related internet links) is carefully analyzed to prepare each local occupational summary. The statements made in the occupational summaries are based on quantitative analysis and corresponding terminology options established by the

LMID CCOIS Group, as applied by the CCOIS local partner and the CCOIS site analyst for the local area, who, respectively, for the 2003-2004 report were Nelson Anthoine, NCCC Program Analyst, and Karen Yuke, CCOIS Site Analyst. Definitions of terms are provided in the next section of this report. Statements are based on aggregate data for Colusa, Glenn, Lake, Sutter, & Yuba counties.

Report Distribution: The Occupational Outlook Report (OOR) for NCCC is presented at community meetings in the Yuba-Sutter area, the Colusa-Glenn area, and the Lake County area. The OOR is also distributed to One Stop Career Centers (established in each county under the Workforce Investment Act), social service agencies, vocational training and rehabilitation agencies, high schools, alternative high schools, community colleges, libraries, employers, and other interested individuals and organizations. The report is also available as an Adobe Acrobat pdf file on CD from NCCC, call (530) 822-7145, and at the EDD-LMID website, <http://www.calmis.ca.gov/htmlfile/ccois/orr.htm>. MS Word versions of separate occupational summaries or other parts of the OOR are also available by email requests to Nelson Anthoine, <mailto:nanthoine@ncen.org>.

DESCRIPTION OF THE OCCUPATIONAL SUMMARIES AND METHODS USED IN REPORTING THE COLLECTED DATA

The following is a description of the format and content in each two-page occupational summary provided in the *North Central Counties Consortium Occupational Outlook Report, 2003-2004*. Items are described in the order they are presented for the occupations studied.

OCCUPATIONAL TITLE, CODE, AND DEFINITION

CCOIS uses the Standard Occupational Classification (SOC) system for identifying, categorizing, and coding occupations. The SOC occupational title, code, and definition are presented at the top of the first of the two pages of each occupational summary. The titles and definitions used are based on the SOC Dictionary published by the U.S. Department of Labor, Bureau of Labor Statistics (2002). For more information on the SOC system, see <http://www.bls.gov/soc/home.htm>. Note that the six-digit SOC system code and occupational title & definition are consistent with the occupations as identified and coded at the six-digit level in the widely used Occupational Information Network (O*Net) coding and identification system. (O*Net codes' 7th and 8th digits are usually "00", indicating there is no further breakout of the SOC occupation within the O*Net system. When "00" are not the 7th and 8th digits in O*Net, there is a more specific breakout there of the SOC occupation.)

Previous versions of the NCCC OOR included cross-references to titles and codes used for the occupation across SOC, O*Net, OES, and DOT systems. Those are not included this year, however, employment counselors or those exploring occupations may check matching titles and definitions from other classification systems at http://www.xwalkcenter.org/xw_ackx.html and at http://online.onetcenter.org/gen_crosswalk_page.

After the SOC title, code, and definition is provided at the top of page one of each occupational summary, the number of employers who responded to the survey is listed alongside the number of employees represented by their responses -- including full-time, part-time, and temporary/on-call or seasonal workers.

WAGES AND BENEFITS

Hourly Wages: The purpose of this section is to report the approximate wage ranges and medians for the occupations. Wages in this report are those paid by the employers participating in the survey for employees at three levels of experience: **new hires with no experience**, new hires with no paid experience in the occupation; **new hires with experience**, new hires with some experience; and **after three years with the firm**, workers in fourth year of employment in the occupation with that employer. All weekly, bi-weekly, or monthly salaries are converted to hourly wages based on the number of hours worked per week. For occupations where employees work less than 52 weeks per year, such as Teachers, the number of weeks and hours per week worked in a year is factored in, with total hours worked in a year used in the denominator, e.g., Teacher's Annual Salary/Total Hours of Work Credited = Hourly Wage).

Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision. The report does not include "extreme wages or outliers" which are 1.96 standard deviation or more from the average wage for the occupation.

For this and all following sections reporting CCOIS survey data, please note: Although information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

One Wage section is used when the percent of union employment is either greater than 80% or less than 20%. Two Wage sections are used when the percent of union employment is from 20% to 80%, and there are no confidentiality issues. When significant numbers of employers pay commissions, bonuses, or where tips are prevalent, there is data on other compensation.

Benefits: This section presents the types and frequency of fringe benefits. Information is presented on the percentage of employers providing each of the benefits, at levels specified as "Employer Pays", "Shared Cost", "Employee Pays", or "No Plan" -- for full-time and part-time employees, separately. If less than three employers responded for part-time employment benefits, then "IS" is entered to indicate insufficient data. Also, "na" for not applicable is entered under Shared Cost and Employee Pays, for all occupations, for Sick Leave and Vacation, as these benefits are considered as "Employer Pays" if any provided, or "No Plan" if none provided.

Hours Worked and Shifts: The distribution of full-time, part-time, temporary/on-call and seasonal workers is reported in this section, together with the average number of hours worked, respectively. Temporary and seasonal workers are combined in one category. Information on work schedules or shifts reported by employers is also presented here.

Union or Collective Bargaining Status: The percentage of employers reporting their employees are union or subject to collective bargaining for this occupation is reported here.

EMPLOYER REQUIREMENTS

Work Experience: Responses to questions regarding work experience required to obtain employment are summarized here. The percentage of responding employers requiring, preferring, and not requiring work experience in the occupation; and the range of months of experience (and average) required or preferred by employers are cited. Of employers requiring

or preferring work experience, the percentages of those who will accept training or related work experience, and the ranges of months and average number of months substitutable, are cited.

Technical/Vocational Training and/or Certification:

The combined percentage of employers reporting they require or prefer applicants to have technical or vocational training is cited, along with the range of months of training mentioned (and the average). If responding employers only reported requiring and not preferring, or vice-versa, then just one of these terms is used with the percentage listed. If employers specified types of training, or if certain training is standard for the occupation, these are also discussed here. If certifications/licenses are required, these are cited. (California occupational licensing requirements data, provided by LMID to America's Career Information Network, available at their website, http://www.acinet.org/acinet/lois_agency.asp?stfips=06&by=state&x=21&y=4, was used to identify license requirements.)

Level of Education: Responses to questions regarding education needed to obtain employment are summarized here. Employers are asked about degrees required, and the percentages requiring or not requiring high school diplomas or equivalent are cited, as well as the percentages of employers requiring associate degree, bachelor degree, or graduate study, if applicable. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' educational statements have been included in this report.

Skills and Qualifications: Skills and qualifications, including knowledge and abilities, are culled from O*Net and Bureau of Labor Statistics summaries of the occupation; from job descriptions collected from employers during the survey; and from the NCEN Job Specific Skills Competency system, <http://www.nortec.org/tb/jsscomps/jsscomps.htm>. Also, for occupations requiring licenses, skill requirements information was collected from the websites of the agencies issuing licenses.

SUPPLY AND DEMAND

The CCOIS questionnaire asks employers to rate on a 4-point scale, 1, 2, 3, or 4 -- with 1 being Not Difficult, and 4 being Difficult -- the difficulty they have finding *qualified* applicants to fill vacancies. In the analysis and reporting, the employers who say they will only hire experienced workers for their positions are separated from the employers who say they will hire experienced or inexperienced workers.

The following terms are used to describe the difficulty in finding applicants per CCOIS rules:

Very Difficult -- weighted avg. score 3.0 to 4.0: Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. Thus, job search for qualified applicants is not competitive.

Moderately Difficult -- weighted avg. score 2.0 to, but not including, 3.0: Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants, and applicants may find moderate competition in their job search.

Not Difficult -- weighted avg. score 1.0 to, but not including, 2.0: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Turnover: Turnover is calculated for each occupation based on vacancies, resulting from promotions or from employees leaving the firm in the past 12 months, that were filled; divided by the total number of employees for all firms responding to the survey, not including new permanent positions resulting from growth, nor seasonal or temporary positions.

Recruitment Methods: Employers are asked to indicate their three most successful hiring methods, and the most common responses are listed here.

WHERE THE JOBS ARE

This section identifies major employing industries for each occupation, based on the industry sectors of employers responding to the survey, and on industry staffing patterns generated using the Standard Industry Classification (SIC) system by EDD-LMID. Names of industries listed are not strictly based on SIC titles. Note that a nationwide transition from the SIC system to the North American Industrial Classification System (NAICS) is underway.

SIZE OF OCCUPATION

EDD-LMID determination of the size of occupation in the NCCC area, based on their projections of the occupational employment, compared to total employment in the area, is presented using the following terms for the corresponding values noted:

Small: Less than 97 **Medium:** 97 – 194 **Large:** 195 – 421 **Very Large:** 422 and above

EDD PROJECTIONS

The projected number of positions in the occupation for the NCCC area, including Colusa, Glenn, Lake, Sutter, and Yuba counties, is presented for 2001 and 2008, followed by the 7 Yr. Growth Rate for the occupation for the area. The latter is calculated by taking the difference between the 2001 projection and the 2008 projection, and dividing it by the 2001 projection. Standard terms are used to describe the occupation's projected growth rate in comparison to the projected overall new job growth rate for all occupations for NCCC, which is 13.6% for the period. The calculations for break points for the terms used are shown below:

<u>Term Used</u>	<u>Method</u>	<u>Calculation of Break Point</u>	<u>Occup. Growth Rate</u>
Much Faster than Average:	1.5 times Avg. Growth Rate (AGR) or more	$1.5 \times 13.6 =$	20.4% or more
Faster than Average:	1.1 up to, but not including, 1.5 times AGR	$1.1 \times 13.6 =$	15.0% to 20.3%
Average:	0.9 up to, but not including, 1.1 times AGR	$0.9 \times 13.6 =$	12.2% to 14.9%
Slower than Average:	0.1 up to, but not including, 0.9 times AGR	$0.1 \times 13.6 =$	1.4% to 12.1%
Remain Stable:	-0.1 up to, but not including, 0.1 times AGR	$-0.1 \times 13.6 =$	-1.4% to 1.3%
Slow Decline:	less than -0.1 times Avg. Growth Rate	$-0.1 \times 13.6 =$	-1.5% or lower

In the summaries, the projected occupational growth rate percentage is shown alongside the required terms shown here.

Job Openings for the occupation, projected for the 2001 – 2008 period, are then presented. The projected new jobs in the 7 years from 2001 to 2008 are added to the total number of expected openings due to separations (i.e., workers leaving, fired, or laid off).

NOTE: The NCCC 2003 CCOIS survey revealed that EDD estimated projections for certain occupations for NCCC, for 2001–2008, including separations, were somewhat low. Thus, modifications were made for the following occupations in this report: Desktop Publishers;

First-Line Supervisors/Managers of Farming, Fishing, and Forestry Workers; Food Service Managers; Helpers–Carpenters; Helpers–Roofers; Licensed Practical and Vocational Nurses; Nursing Aides, Orderlies, and Attendants; Pharmacy Aides; Probation Officers and Correctional Treatment Specialists; Roofers; and Social and Human Service Assistants.

GROWTH TRENDS

Employer responses to questions about their expectations for their employment of the occupation for the next 24 months (“grow” or “remain stable” or “decline”) are presented, followed by a sentence presenting what percentage of employers said it *grew* in the last year for them.

GENDER RATIO

Male and female percentages of employees in the occupation, as reported by all employers in the local survey, is presented.

OTHER INFORMATION

Promotional Opportunities: Titles of positions to which employees in this occupation may be promoted are listed. These titles are not based on SOC titles/definitions, rather are titles referred to by responding employers and other reference sources.

Resources: Federal or state government websites with additional information on the occupation are listed here. The three agencies and resources listed/linked are the:

- Occupational Information Network - O*Net On-Line website, which is based at the National O*Net Center in North Carolina, under contract with the U.S Department of Labor: <http://online.onetcenter.org/>. In the occupational summaries, rather than this link to the home page of their website, the direct link to the “Details” for the surveyed occupation is listed. Since the O*Net system is regularly used by NCCC One-Stop Career Center staff and other service providers in this area, additional information on O*Net is provided below.

The O*NET classification system and database was originally released in 1998 as O*NET 98, Version 1.0, and coding was based on the Occupational Employment Statistics (OES) system. In July, 2000, the National O*NET Center released a new version, called O*NET-SOC Version 3.0, based on the newly adopted SOC system. The transition from O*NET 1.0 to O*NET 3.0, in addition to new coding system, sometimes involved clustering of occupations into broader classifications: O*NET 1.0 had 1,122 occupational codes/definitions, and O*NET 3.0 originally had 974 codes & definitions. The U.S Department of Labor has made the O*Net system available on-line whereby they can continually update the system and readily have the updated system available to all. The Content Model of O*NET 98, Version 1.0, its system for analyzing the requirements and attributes of occupations, is carried into O*NET 3.0. In 2003, the National O*Net Center provided further enhancements to their on-line system.

- U.S. Department of Labor, Bureau of Labor Statistics (BLS) website: <http://stats.bls.gov/>, or <http://stats.bls.gov/search/oooh.asp?ct=OOH> for the search page for their Occupational Outlook Handbook. This bureau produces and

regularly updates this handbook and useful website, with national perspectives and trends.

- EDD Labor Market Information Division website, Occupational Guide section: <http://www.calmis.ca.gov/htmlfile/subject/guide.htm>. In the occupational summaries, rather than this link to the web page with the links for all the EDD-LMID occupational guides, the actual link to the guide for the surveyed occupation is provided.

NOTE: The titles/classifications (groupings or breakouts) of occupations is not always the same across SOC titles, O*Net titles, the titles used in the BLS Occupational Outlook Handbook, and the titles used in EDD Occupational Guides, yet cross-references and links are made appropriately.

Licensing or Skill-Certifying Organizations For This Occupation: If state licenses or certifications are required for an occupation, the state agency issuing the license or certification is listed in this section with their phone number and website address. Also, if discovered in additional research, state or national organizations that certify skills for an occupation are listed, with their phone numbers and/or website address. (Note that in 2003, BLS added internet links for these kinds of organizations to their occupational summaries in their on-line Occupational Outlook Handbook, along with the following disclaimer: Links to non-BLS Internet sites are provided for your convenience and do not constitute an endorsement. Similarly, inclusion of those links here is not an endorsement of the organizations.) Check with the licensing or skill-certifying organization for specifics about obtaining these or more information on occupational requirements.

TRAINING PROVIDERS

The names of training providers for the occupation that are located wholly or partially within Colusa, Glenn, Lake, Sutter, and Yuba counties are listed here. Also, when few or no related training providers were found in NCCC counties, programs in nearby counties are listed, and for a couple of occupations with only a few training providers in the state, even distant schools are mentioned. If out-of-NCCC-area schools have been included in the Occupational Summary for an occupation, they are also listed in Part I of the Training Directory.

Additional information on the training providers is available in the Training Directory, starting on page 60. Part II of this directory includes detailed information on related training programs of training providers in Colusa, Glenn, Lake, Sutter, and Yuba counties, for the occupations surveyed in 2003.

Note: The EDD-LMID CCOIS questionnaire used for data collection in the survey reported herein is included in this report as an Appendix.

OCCUPATIONAL SUMMARIES

Accountants and Auditors

SOC 132011

2003 Survey

Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements.
Install or advise on systems of recording costs or other financial and budgetary data.

15 Employers Responded • 42 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Non-Union Range	Insufficient Data	\$13.50 – 28.96	\$15.50 – 31.93
Union Range	\$15.52 – 17.27	\$16.30 – 20.65	\$17.11 – 23.00
Non-Union Median	Insufficient Data	\$18.00	\$20.00
Union Median	\$16.40	\$18.17	\$20.93

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	53	IS	47	IS	0	IS	0	IS
Dental	73	IS	27	IS	0	IS	0	IS
Vision	87	IS	13	IS	0	IS	0	IS
Life	93	IS	0	IS	0	IS	7	IS
Sick Leave	100	IS	na	na	na	na	0	IS
Vacation	100	IS	na	na	na	na	0	IS
Retirement	40	IS	47	IS	0	IS	13	IS
Other	0	IS	0	IS	7	IS	93	IS

IS means insufficient data – only one employer w/part-time position.

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	98	40
Part-Time	2	30
Seasonal or Temp.	0	na

All employees have day shifts; none have swing shifts or overnight hours.

Union or Collective Bargaining Status

40% of responding employers indicated their employees are unionized/organized. (Private sector responses were few.)

EMPLOYER REQUIREMENTS

Work Experience

Not
Required: 87% Preferred: 13% Required: 0%

Employers require or prefer applicants to have 12 - 60 months of experience (avg. 30 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 47% will accept 12 - 24 months *training* (avg. 13 mos.); & 20% will accept 12 - 36 months *experience in related occupations* (avg. 24 mos.) such as bookkeeping; business management.

Technical/Vocational Training and/or

Certification: 47% of employers require or prefer applicants to have 2 – 12 months training (avg. 5 mos.) in accounting principles, systems, and software; and school/college, government, private sector, or casino accounting systems.

Level of Education: 13% of employers require a high school diploma or equivalent; 27% require an associate degree; and 60% require a bachelor degree.

Skills and Qualifications

- 10 key, office machine, and computer skills
- writing, word-processing and email skills
- spreadsheet and, for some employers, data-base or industry-specific software: e.g. Excel, Quick Books, Peachtree, Access, FoxPro, Oracle, or Quintessential School Systems
- ability to accurately compute numerical data, analyze data sheets and ledgers, summarize details, and prepare reports on finances
- knowledge of accounting laws and systems, and ability to establish and monitor systems to classify, record & verify debits and credits
- payroll and tax forms completion skills
- examine accounting records, prepare or audit financial statements; assure conformance to standards

Accountants and Auditors

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers		✓	
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 13% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: newspaper ads; in-house promotions/transfers; and employee referrals.

WHERE THE JOBS ARE

- Local Governments; School Districts; Colleges; Schools
- Accounting, Auditing, & Bookkeeping Services
- Banks; Credit Unions; Financial Services
- Casinos; Resorts/Hotels; Manufacturing Firms
- Hospitals; Nursing Homes and Personal Care Facilities

SIZE OF OCCUPATION

Large

EDD PROJECTIONS

2001: 190 **2008:** 220

7 Yr. Growth Rate: Faster than Average (16%)

Job Openings	2001 – 2008
New Jobs	30
Separations	20
Total	50

GROWTH TRENDS

27% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 73% expected it to *remain stable* in the next 24 months. 20% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are from EDD-LMID Projections Unit.)

GENDER RATIO

Male – 21% Female – 79%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Assistant Superintendent; Chief Financial Officer; Controller; Deputy County Administrative Officer; or Lead Auditor.

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=51>
 BLS Occupational Handbook: <http://www.bls.gov/oco/ocos001.htm>
 EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/htmlfile/subject/guide.htm - A>

Licensing/Skill-Certifying Organizations: California Board of Accountancy, in Department of Consumer Affairs, issues Certified Public Accountant license, 916-263-3680, <http://www.dca.ca.gov/cba/>. See end of BLS page linked above for internet links to many skill-certifying and professional associations for accountants & auditors.

Training Providers	
<ul style="list-style-type: none"> ➤ Butte Community College ➤ CSU, Chico; Sacramento; or Sonoma ➤ Clear Lake Community College ➤ H & R Block 	<ul style="list-style-type: none"> ➤ Mendocino Community College ➤ University of California - Davis ➤ University of Phoenix – Beale Training Center ➤ Yuba Community College

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Bookkeeping, Accounting, & Auditing Clerks

SOC 433031

2003 Survey

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

18 Employers Responded • 49 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$7.00 – 12.93	\$8.00 – 16.56	\$9.00 – 19.45
Median	\$9.25	\$12.38	\$13.48

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	47	0	47	25	0	0	6	75
Dental	47	0	41	0	0	0	12	100
Vision	47	0	41	0	0	0	12	100
Life	47	0	6	0	0	0	47	100
Sick Leave	94	25	na	na	na	na	6	75
Vacation	94	50	na	na	na	na	6	50
Retirement	29	0	41	50	12	0	18	50
Other	0	0	0	0	6	25	94	75

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	88	40
Part-Time	8	22
Seasonal or Temp.	4	40

All employees have day shifts; none have swing shifts or overnight hours.

Union or Collective Bargaining Status

6% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 56% Preferred: 44% Not Required: 0%

Employers require or prefer applicants to have 6 - 36 months of experience (avg. 16 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 56% will accept 3 - 24 months *training* (avg. 10 mos.); and 53% will accept 3 - 24 months *experience in related occupations* (avg. 12 mos.) such as bank teller, cashier, secretary, or general office clerk.

Technical/Vocational Training and/or Certification

67% of employers require or prefer applicants to have 3– 24 months training (avg. 8 mos.) in bookkeeping, accounting, business office and computer skills.

Level of Education: 67% of employers require a high school diploma or equivalent; and 33% require an associate degree.

Skills and Qualifications

- 10 key and office machine skills
- ability to accurately compute numerical data, compare data sheets and ledgers, summarize details, and prepare reports
- familiarity with general accounting terms and forms, and with systems used to classify, record and verify debits and credits
- payroll and tax forms completion skills
- spreadsheet and, for some employers, database software: Excel, Quick Books, Access, FoxPro, Oracle, or Quintessential School Systems
- electronic and hard-copy file maintenance
- writing, word-processing and email skills
- listening and communication skills

Bookkeeping, Accounting, & Auditing Clerks

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers		✓	
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 13% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: newspaper ads; in-house promotions/transfers; EDD; and employee referrals.

WHERE THE JOBS ARE

- Local Governments; School Districts; Colleges; Schools
- Accounting, Auditing, & Bookkeeping Services
- Hotels/Resorts; Casinos; Clubs; Amusement Facilities
- Department, Grocery, Warehouse, and Auto Stores
- Construction and Property Management Firms
- Service Industries; Non-Profit Service Agencies

SIZE OF OCCUPATION

Very Large

EDD PROJECTIONS

2001: 1,170 2008: 1,280

7 Yr. Growth Rate: Slower than Average (9%)

Job Openings	2001 – 2008
New Jobs	110
Separations	160
Total	270

GROWTH TRENDS

6% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 94% expected it to *remain stable* in the next 24 months. 0% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are from EDD-LMID Projections Unit.)

GENDER RATIO

Male – 6% Female – 94%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Accountant, Administrative Assistant, Fiscal Specialist, Manager, Payroll Technician, Senior Accounting Technician

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=493>
 BLS Occupational Handbook: <http://www.bls.gov/oco/ocos144.htm>
 EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguide/CLERKACC.HTM>

Licensing/Skill-Certifying Organizations: American Institute of Professional Bookkeepers certifies skills, (800) 622-0121, <http://www.aipb.org>. A resource for skills development prepared by a division of the U.S. Small Business Administration assisting women-owned business: http://www.onlinewbc.gov/docs/finance/bkpg_acct.html

Training Providers	
<ul style="list-style-type: none"> ➤ Butte Community College ➤ Cambridge Career College ➤ Glenn Co. Office of Education - Adult Program/ROP ➤ H & R Block 	<ul style="list-style-type: none"> ➤ Lake County Office of Education - Adult Educ./ROP ➤ Mendocino Community College ➤ Tri-County Regional Occupation Program - ROP ➤ Yuba & Clear Lake Community Colleges - YCCD

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Carpenters

SOC 472031

2003 Survey

Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, & rafters; wood stairways, window & door frames, & hardwood floors. May also install cabinets, siding, drywall & batt or roll insulation. Includes builders who build doors or brattices (ventilation walls or partitions) in underground passageways to control the proper circulation of air through the passageways and to working places.

16 Employers Responded • 142 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	Insufficient Data	\$8.00 – 25.00	\$9.00 – 25.60
Median	Insufficient Data	\$14.00	\$19.00

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	13	IS	31	IS	6	IS	50	IS
Dental	6	IS	13	IS	6	IS	75	IS
Vision	0	IS	13	IS	6	IS	81	IS
Life	19	IS	6	IS	6	IS	69	IS
Sick Leave	6	IS	na	na	na	na	94	IS
Vacation	31	IS	na	na	na	na	69	IS
Retirement	6	IS	0	IS	6	IS	88	IS
Other	0	IS	0	IS	0	IS	100	IS

IS means insufficient data – only one employer w/part-time position.

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	96	39
Part-Time	1	10
Seasonal or Temp.	3	38

100% of employees work for employers with day shifts. Carpenters in manufacturing (e.g., trusses; cabinets) may work swing shifts.

Union or Collective Bargaining Status

6% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 88% Preferred: 13% Not Required: 0%

Employers require or prefer applicants to have 6 - 48 months of experience (avg. 24 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 25% will accept 6 - 12 months *training* (avg. 8 mos.); and 50% will accept 3 - 24 months *experience in related occupations* (avg. 13 mos.) such as other construction, concrete, plumbing, electrical, and wood-products manufacturing occupations.

Technical/Vocational Training and/or Certification:

13% of employers prefer applicants to have 4 - 6 months training (avg. 5 mos.) in carpentry and reading blueprints.

Level of Education: 50% of employers do not require a high school diploma or equivalent; 50% require a high school diploma or equivalent.

Skills and Qualifications

- ability to carefully and skillfully use various electric saws, power tools, and hand tools
- ability to read plans; identify materials needed; determine sizes/lengths of pieces required; and build as planned
- accurately measure and mark lengths, angles, circumferences, for spacing or cutting
- ability to construct frameworks and braces; hang floor joists or support beams; install roof trusses and roof, floor, or wall panels
- install door frames, doors, windows, flooring, cabinets, indoor paneling, moldings, & window sills -- depending on job & employer
- maintain power tools and a safe working environment; follow safety standards

Carpenters

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 29% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: walk-in applicants; employee referrals; newspaper ads; and in-house promotions/transfers.

WHERE THE JOBS ARE

- Residential Building Construction
- Nonresidential Building Construction
- Carpentry and Floor Work Contractors
- Miscellaneous Special Trade Contractors

SIZE OF OCCUPATION

Very Large

EDD PROJECTIONS

2001: 670 2008: 780

7 Yr. Growth Rate: Faster than Average (16%)

Job Openings	2001 – 2008
New Jobs	110
Separations	90
Total	200

GROWTH TRENDS

31% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 50% expected it to *remain stable* in the next 24 months. 38% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are from EDD-LMID Projections Unit.)

GENDER RATIO

Male – 99% Female – 1%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Crew Leader; Foreman

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=1415>
BLS Occupational Handbook: <http://www.bls.gov/oco/ocos202.htm>
EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguide/CARPENTE.HTM>

Licensing/Skill-Certifying Organizations: No license required. To become a licensed contractor (also required for some *employees* of contractors, if they make bids or oversee certain projects), apply with California Contractors State License Board, 916-255-3900, <http://www.cslb.ca.gov/applicants/blueprint.asp>. For information on union apprenticeships & skill-certification, see website of Carpenters Training Committee for Northern California (CTCNC), which coordinates training services for 46 northern California counties: <http://www.ctcnc.org/careers/careers.html>

Training Providers	
➤ Blueprint Trade School - Napa Co. ROP	➤ Lake Co. Regional Occupation Program - ROP
➤ Glenn Co. Office of Education - Adult Program/ROP	➤ Tri-County Regional Occupation Program - ROP

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Helpers - Carpenters

SOC 473012

2003 Survey

Help carpenters by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.

15 Employers Responded • 81 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$7.00 – 8.00	\$8.00 – 12.50	\$10.00 – 17.00
Median	\$8.00	\$9.00	\$13.00

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	7	IS	29	IS	0	IS	64	IS
Dental	7	IS	7	IS	0	IS	86	IS
Vision	0	IS	7	IS	0	IS	93	IS
Life	14	IS	0	IS	0	IS	86	IS
Sick Leave	0	IS	na	na	na	na	100	IS
Vacation	14	IS	na	na	na	na	86	IS
Retirement	0	IS	0	IS	0	IS	100	IS
Other	0	IS	0	IS	0	IS	100	IS

IS means insufficient data – only one employer w/part-time position.

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	57	37
Part-Time	1	20
Seasonal or Temp.	42	35

All employees have day shifts; none have swing shifts or overnight hours.

Union or Collective Bargaining Status

0% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Not Required: 13% Preferred: 40% Required: 47%

Employers require or prefer applicants to have 6 - 12 months of experience (avg. 8 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 0% will accept *training*; but 88% will accept 6 - 12 months *experience in related occupations* (avg. 9 mos.) such as painting, maintenance, or physical work outdoors.

Technical/Vocational Training and/or

Certification: 7% of employers prefer applicants to have several months training in carpentry. New workers are mostly trained on the job.

Level of Education: 73% of employers do not require a high school diploma or equivalent; 27% require a high school diploma or equivalent.

Skills and Qualifications

- basic understanding of construction phases and terminology; knowledge of safety practices;
- ability to properly identify, select, and operate carpenter's hand & power tools; distinguish different types of nails, screws, staples, anchors, and adhesives and uses
- proper care/handling of lumber on job site
- measure and mark accurately using measuring tapes, levels, rules, and squares
- assist carpenter to: erect frameworks; hang joists and rafters; lay sub floors; install roof and wall panels; install prefabricated window frames, doors, and door frames
- in manufacturing, prepare layouts and mark cuttings, cut material, fasten materials together; sand wood items
- dispose of waste/scrap; maintain clean and safe work site; maintain tools & equipment

Helpers - Carpenters

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 136% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: walk-in applicants; employee referrals; and word of mouth.

WHERE THE JOBS ARE

- Residential Building Construction
- Nonresidential Building Construction
- Carpentry and Floor Work Contractors
- Miscellaneous Special Trade Contractors
- Personnel Supply Firms

SIZE OF OCCUPATION

Small

EDD PROJECTIONS

2001: 70 2008: 90

7 Yr. Growth Rate: Much Faster than Avg. (29%)

Job Openings	2001 – 2008
New Jobs	20
Separations	40
Total	60

GROWTH TRENDS

47% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 40% expected it to *remain stable* in the next 24 months. 20% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are adjusted from EDD-LMID Projections.)

GENDER RATIO

Male – 99% Female – 1%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Carpenters

Resources

O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=1157>, for helpers-carpenters
BLS Occupational Handbook: <http://www.bls.gov/oco/ocos202.htm>, for carpenters
EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguide/CARPENTE.HTM>, for carpenters

Licensing/Skill-Certifying Organizations: Not Applicable.

Training Providers	
➤ Blueprint Trade School - Napa Co. ROP	➤ Lake Co. Office of Education - Adult Educ./ROP
➤ Glenn Co. Office of Education - Adult Program/ROP	➤ Tri-County Regional Occupation Program - ROP

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Dental Assistants

SOC 319091

2003 Survey

Assist dentist, set up patient and equipment, and keep records.

18 Employers Responded • 69 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$7.00 – 14.00	\$8.00 – 14.00	\$10.50 – 18.00
Median	\$9.50	\$12.00	\$15.00

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	33	0	27	13	0	0	40	88
Dental	53	38	13	13	0	0	33	50
Vision	7	0	7	0	7	0	80	100
Life	20	0	7	13	0	0	73	88
Sick Leave	93	63	na	na	na	na	7	38
Vacation	100	76	na	na	na	na	0	25
Retirement	40	38	27	13	7	0	27	50
Other	27	13	0	0	0	0	73	88

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	71	37
Part-Time	29	23
Seasonal or Temp.	0	na

All employees have day shifts; none have swing shifts or overnight hours.

Union or Collective Bargaining Status

0% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Not Required: 61% Preferred: 22% Required: 17%

Employers require or prefer applicants to have 6 - 24 months of experience (avg. 15 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 60% will accept 6 - 9 months *training* (avg. 7 mos.); and 29% will accept 6 - 24 months *experience in related occupations* (avg. 14 mos.) such as any dental office work or medical assistant.

Technical/Vocational Training and/or Certification

67% of employers require or prefer applicants to have 3– 12 months training (avg. 8 mos.) for dental assistant license, and require the license prior to or shortly after hiring.

Level of Education: 6% of employers do not require a high school diploma or equivalent; and 94% require a high school diploma or equivalent.

Skills and Qualifications

- knowledge of dental procedures, instruments and equipment & dental assistant roles
- maintain and sterilize dental instruments, equipment, and room; prepare tray setups for dentists; prepare dental compounds; coordinate treatment actions with dentist
- record medical and dental histories; read & prepare dental charts - may use dental record-keeping software (e.g., dentrix)
- office skills: telephones; ordering dental supplies and materials; scheduling and confirming deliveries and appointments; entering data on forms; familiarity with dental billing procedures & record-keeping
- ability to use dental x-ray machines and obtain dental x-ray license
- apply and adjust orthodontic bands and wires

Dental Assistants

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience			✓

Turnover: The survey revealed a turnover rate of 16% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: newspaper ads; employee referrals; school/program referrals; and EDD.

WHERE THE JOBS ARE

- Dental Offices and Clinics

SIZE OF OCCUPATION

Medium

EDD PROJECTIONS

2001: 180 2008: 230

7 Yr. Growth Rate: Much Faster than Avg. (28%)

Job Openings	2001 – 2008
New Jobs	50
Separations	30
Total	80

GROWTH TRENDS

17% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 83% expected it to *remain stable* in the next 24 months. 11% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are from EDD-LMID Projections Unit.)

GENDER RATIO

Male – 1% Female – 99%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Dental Hygienist; Office Manager; Oral Surgery Assistant

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=584>
BLS Occupational Handbook: <http://www.bls.gov/oco/ocos163.htm>
EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguides/DENTAASHTM>

Licensing/Skill-Certifying Organizations: California Department of Consumer Affairs, Committee on Dental Auxiliaries, for State License, 916-263-2595, <http://www.comda.ca.gov/>. The California Dental Assistants Association website, <http://www.cdaaweb.org/>, is a good resource for career exploration, training & professional development.

Training Providers	
➤ Butte County Office of Education - ROP	➤ Santa Rosa Junior College
➤ Glenn County Office of Educ.- Adult Program/ROP	➤ Tri-County Regional Occupation Program - ROP
➤ High-Tech Institute - Sacramento	➤ Western Career College - Sacramento
➤ Sacramento City College	

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Dental Hygienists

SOC 292021

2003 Survey

Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop X-rays, or apply fluoride or sealants.

16 Employers Responded • 31 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$26.35 – 43.75	\$35.00 – 43.75	\$33.75 – 55.00
Median	\$35.00	\$39.00	\$42.50

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	57	0	43	7	0	0	0	93
Dental	86	36	14	7	0	0	0	57
Vision	29	0	14	0	0	0	57	100
Life	14	0	14	0	0	0	71	100
Sick Leave	100	36	na	na	na	na	0	64
Vacation	100	43	na	na	na	na	0	57
Retirement	43	21	43	14	14	0	0	64
Other	0	0	0	0	0	0	100	100

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	26	32
Part-Time	74	16
Seasonal or Temp.	0	na

All employees have day shifts; none have swing shifts or overnight hours.

Union or Collective Bargaining Status

0% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 50% Preferred: 31% Not Required: 19%

Employers require or prefer applicants to have 6 - 36 months of experience (avg. 12 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 31% will accept 6 - 12 months *training* (avg. 9 mos.); and 8% will accept two years of *experience in related occupations*, such as dental assistant.

Technical/Vocational Training and/or

Certification: 100% of employers require applicants to have 10– 36 months training (avg. 18 mos.) for dental hygienist license, and require the license prior to or shortly after hiring.

Level of Education: 19% of employers only require a high school diploma or equivalent; 69% require an associate degree; and 13% require a bachelor degree.

Skills and Qualifications

- knowledge of anatomy/physiology, dental anatomy, histology, periodontology, chemistry, microbiology, oral pathology, basic nutrition, dental materials, first aid, pharmacology, radiology, clinical dental hygiene, and general dental assisting procedures
- ability to record medical and dental histories, examine the conditions of mouth and teeth, obtain endodontic cultures, prepare diagnostic tests for interpretation by dentist, take x-rays, and chart the results
- clean deposits, remains, accretions and stains from teeth and beneath margins of gums; may perform periodontal therapies such as root planing, ultrasonic, and soft tissue curettage
- ability to use dental x-ray machines and obtain dental x-ray license
- customer service and front office assistance

Dental Hygienists

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience			✓

Turnover: The survey revealed a turnover rate of 14% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: newspaper ads; employee referrals; and school/program referrals.

WHERE THE JOBS ARE

- Dental Offices and Clinics

SIZE OF OCCUPATION

Small

EDD PROJECTIONS

2001: 50 2008: 60

7 Yr. Growth Rate: Faster than Average (20%)

Job Openings	2001 – 2008
New Jobs	10
Separations	10
Total	20

GROWTH TRENDS

31% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 69% expected it to *remain stable* in the next 24 months. 13% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are from EDD-LMID Projections Unit.)

GENDER RATIO

Male – 6% Female – 94%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: None (may train to be dentist)

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=324>
BLS Occupational Handbook: <http://www.bls.gov/oco/ocos097.htm>
EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguide/DENTAHYG.HTM>

Licensing/Skill-Certifying Organizations: California Department of Consumer Affairs, Committee on Dental Auxiliaries, for State License, 916-263-2595, <http://www.comda.ca.gov/>. The California Dental Hygienists Association website, <http://www.cdha.org/>, is a good resource for career exploration, training and professional development.

Training Providers	
➤ Sacramento City College	➤ Shasta College - Redding
➤ Santa Rosa Junior College	

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Desktop Publishers

SOC 439031

2003 Survey

Format typescript and graphic elements using computer software to produce publication-ready material.

5 Employers Responded • 11 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$6.75 – 10.00	\$8.00 – 15.00	\$9.50 – 17.00
Median	\$7.00	\$9.00	\$12.00

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	0	IS	67	IS	0	IS	33	IS
Dental	33	IS	33	IS	0	IS	33	IS
Vision	33	IS	0	IS	0	IS	67	IS
Life	0	IS	33	IS	0	IS	67	IS
Sick Leave	67	IS	na	na	na	na	33	IS
Vacation	100	IS	na	na	na	na	0	IS
Retirement	0	IS	33	IS	0	IS	67	IS
Other	0	IS	0	IS	0	IS	100	IS

IS means insufficient data – only one employer w/part-time position.

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	82	40
Part-Time	18	26
Seasonal or Temp.	0	na

All employees have day shifts; none have swing shifts or overnight hours.

Union or Collective Bargaining Status

0% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 40% Preferred: 40% Not Required: 20%

Employers require or prefer applicants to have 6 - 24 months of experience (avg. 17 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 50% will accept 9 - 24 months *training* (avg. 17 mos.); and 50% will accept 12 months *experience in related occupations* such as jobs requiring extensive word-processing.

Technical/Vocational Training and/or Certification:

80% of employers require or prefer applicants to have 3– 24 months training (avg. 9 mos.) in desktop publishing and graphic arts software such as Adobe Pagemaker, Photoshop & Illustrator, Corel Wordperfect & Draw, Quark, or MS Publisher; and proofreading.

Level of Education: 20% of employers do not require a high school diploma or equivalent; 40% of employers require a high school diploma or equivalent; 20% require an associate degree; and 20% require a bachelor degree.

Skills and Qualifications

- knowledge of text-processing, fonts, digital imagery, graphics, and computer/software capabilities for manipulating such items
- proofreading
- operate desktop publishing software and equipment to design, lay out, and produce camera-ready copy; precisely enter & manipulate text with keyboard/mouse; select size & style of type, appropriate spacing; enter digitized items into computer memory, using scanner, camera, keyboard, and mouse, or import items in other software formats or from the internet; digitally manipulate graphics and photos; enter coordinates
- customer service; prepare sample layouts for approval; may provide price quotes

Desktop Publishers

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience			✓

Turnover: The survey revealed a turnover rate of 27% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: EDD; colleges/universities; newspaper ads; and private employment agencies.

WHERE THE JOBS ARE

- Newspapers
- Commercial Printing
- Periodicals
- Books and Miscellaneous Publishing

SIZE OF OCCUPATION

Small

EDD PROJECTIONS

2001: 10 2008: 15

7 Yr. Growth Rate: Much Faster than Avg. (50%)

Job Openings	2001 – 2008
New Jobs	5
Separations	5
Total	10

GROWTH TRENDS

20% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 80% expected it to *remain stable* in the next 24 months. 0% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are adjusted from EDD-LMID Projections.)

GENDER RATIO

Male – 36% Female – 64%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Sports, Entertainment, or News Editor (for newspaper)

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=893>
BLS Occupational Handbook: <http://www.bls.gov/oco/ocos276.htm>
EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguide/Desktop.HTM>

Licensing/Skill-Certifying Organizations: No license required. Many schools offer classes with certificates for completion that demonstrate skills acquisition for particular software. Information on industry may be found at Graphic Communications Council, <http://www.npes.org> & Graphic Arts Technical Foundation, <http://www.gatf.org>.

Training Providers	
➤ Butte Community College	➤ Mendocino Community College
➤ Clear Lake Community College	➤ Tri-County Regional Occupation Program - ROP
➤ Glenn Co. Office of Education - Adult Program/ROP	➤ Yuba Community College
➤ Lake County Office of Education - Adult Educ./ROP	

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

ESL (English as Second Language) Teachers

Non-SOC 253099009

2003 Survey

ESL Teachers teach students basic English skills, including, reading, writing, listening, and conversation in a classroom setting. They teach in public and private elementary and secondary schools. ESL teachers teach in English and are not required to be proficient in the languages of the students they teach. As with most teaching positions, ESL teachers must create lesson plans, prepare and grade examinations, keep records, and work with students, parents, and others. This occupation excludes Multilingual Resource Specialists and Bilingual Teachers.

8 Employers Responded • 21 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$24.69 – 27.35	\$24.86– 28.11	\$26.32– 30.57
Median	\$25.94	\$27.00	\$29.14

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	38	na	63	na	0	na	0	na
Dental	50	na	50	na	0	na	0	na
Vision	50	na	50	na	0	na	0	na
Life	38	na	13	na	0	na	50	na
Sick Leave	100	na	na	na	na	na	0	na
Vacation	25	na	na	na	na	na	75	na
Retirement	13	na	88	na	0	na	0	na
Other	0	na	0	na	0	na	100	na

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	100	36
Part-Time	0	na
Seasonal or Temp.	0	na

All employees have day shifts; none have swing shifts or overnight hours.

Union or Collective Bargaining Status

100% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 13% Preferred: 50% Not Required: 38%

Employers require or prefer applicants to have 9 - 12 months of experience (avg. 11 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 80% will accept 9 - 12 months *training* (avg. 11 mos.); and 0% will accept *experience in related occupations*.

Technical/Vocational Training and/or Certification:

50% of employers require or prefer applicants to have 9 months training in English language learning development (ELL or ELD) instruction, and CLAD/BCLAD certificates from CA Commission on Teacher Credentialing must be obtained to teach in public elementary and secondary schools.

Level of Education: 63% of employers require a bachelor degree; and 37% require graduate study.

Skills and Qualifications

- credentialed/certified teacher
- special training in English language instruction & development for individuals whose primary language is not English
- use of instructional media and teaching tools
- ability to speak to non-English speaking parents of students, either directly in their language, or with the help of an interpreter
- coordinate lessons plans with instructional assistants
- administer standardized tests to ascertain progress of students
- maintain student records

ESL (English as Second Language) Teachers

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 5% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: colleges/universities; the internet; and newspaper ads.

WHERE THE JOBS ARE

- Elementary and Secondary School Districts
(Note: the SOC definition for this occupation, limiting the survey and the industry sector, is that these positions are only at elementary and secondary schools. ESL instructors for adult education, literacy, and community college programs are not included in this survey's data collection and report.)

SIZE OF OCCUPATION

not available

EDD PROJECTIONS

2001: not available **2008:** not available

7 Yr. Growth Rate: not available

Job Openings	2001 – 2008
New Jobs	not available
Separations	not available
Total	not available

GROWTH TRENDS

13% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 88% expected it to *remain stable* in the next 24 months. 0% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are from EDD-LMID Projections Unit.)

GENDER RATIO

Male – 19% Female – 81%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: School Counselor; Assistant Principal

Resources

- O*NET Occupational Details: not available
 BLS Occupational Handbook: <http://www.bls.gov/oco/ocos069.htm>
 EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/htmlfile/subject/guide.htm> (select ESL-teacher PDF)

Licensing/Skill-Certifying Organizations: California Commission on Teacher Credentialing, issues required teacher credentials, 916-445-7254, <http://www.ctc.ca.gov/credentialinfo/credinfo.html>, and issues CLAD & BCLAD credentials for instruction to English Language Learners (ELL), http://www.ctc.ca.gov/credentialinfo/topics/clad_bclad.html

Training Providers	
<ul style="list-style-type: none"> ➤ Butte Community College ➤ CSU – Chico; Sacramento; or Sonoma ➤ Chapman University ➤ Clear Lake Community College 	<ul style="list-style-type: none"> ➤ Mendocino Community College ➤ University of California - Davis ➤ Yuba Community College

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Financial Managers

SOC 113031

2003 Survey

Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.

19 Employers Responded • 19 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$17.11 – 29.53	\$17.80 – 45.11	\$19.25 – 50.50
Median	\$20.15	\$32.55	\$35.43

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	47	na	53	na	0	na	0	na
Dental	63	na	32	na	0	na	5	na
Vision	79	na	21	na	0	na	0	na
Life	74	na	5	na	0	na	21	na
Sick Leave	95	na	na	na	na	na	5	na
Vacation	100	na	na	na	na	na	0	na
Retirement	42	na	42	na	0	na	16	na
Other	5	na	11	na	0	na	84	na

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	100	40
Part-Time	0	na
Seasonal or Temp.	0	na

All employees have day shifts; none have swing shifts or overnight hours.

Union or Collective Bargaining Status

11% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 79% Preferred: 21% Not Required: 0%

Employers require or prefer applicants to have 24 – 60 months of experience (avg. 48 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 26% will accept 6 - 36 months *training* (avg. 18 mos.); and 37% will accept 24 - 60 months *experience in related occupations* (avg. 41 mos.) such as public or private sector accounting, and business, program, or school administration.

Technical/Vocational Training and/or Certification: 37% of employers require or prefer applicants to have 2– 24 months training (avg. 10 mos.) in industry-specific accounting or administration (e.g., school or casino).

Level of Education: 11% of employers only require a high school degree; 5% require an associate degree; 79% require a bachelor degree; and 5% require graduate study.

Skills and Qualifications

- ability to evaluate effectiveness of budgeting, allocation, and collection policies and procedures; develop policies and procedures to maximize gains and minimize losses; analyze market conditions & opportunities
- coordinate implementation of institution policies, procedures, and practices, including for custody and control of assets, records, loan collateral, and securities
- evaluate and track data pertaining to costs; prepare financial reports required by law, regulations, and board of directors
- oversee collections & allocations; negotiate with insurance companies, pension funds
- team management; supervisory skills
- spreadsheet and database software skills

Financial Managers

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers		✓	
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 16% for full-time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: newspaper ads; the internet; and colleges/universities.

WHERE THE JOBS ARE

- Local Governments; School Districts; Colleges; Schools
- Banks; Credit Unions; Investment & Financial Services
- Hospitals; Clinics; Medical Service & Health Insurance
- Service Industries; Non-Profit Service Agencies
- Casinos; Resorts/Hotels; Manufacturing Firms; Farms
- Construction and Property Management Firms

SIZE OF OCCUPATION

Medium

EDD PROJECTIONS

2001: 170 2008: 190

7 Yr. Growth Rate: Slower than Average (12%)

Job Openings	2001 – 2008
New Jobs	20
Separations	20
Total	40

GROWTH TRENDS

11% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 89% expected it to *remain stable* in the next 24 months. 0% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are from EDD-LMID Projections Unit.)

GENDER RATIO

Male – 53% Female – 47%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Chief Executive Officer; Chief Financial Officer; Executive Director; County Administrator; School Superintendent

Resources

O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=2>

BLS Occupational Handbook: <http://www.bls.gov/oco/ocos010.htm>

EDD-LMID Occupational Guide: na

Licensing/Skill-Certifying Organizations: No license required. For Certified Government Financial Manager designation, Association of Government Accountants, <http://www.agacgm.org/>. For private sector, may gain certifications via Association for Financial Professionals, <http://www.afponline.org/>.

Training Providers	
<ul style="list-style-type: none"> ➤ Butte Community College ➤ CSU, Chico; Sacramento; or Sonoma ➤ Chapman University ➤ Clear Lake Community College 	<ul style="list-style-type: none"> ➤ Mendocino Community College ➤ University of California - Davis ➤ University of Phoenix – Beale Training Center ➤ Yuba Community College

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

First-Line Supervisors/Managers of Farming, Fishing & Forestry Workers

SOC 451011

2003 Survey

Directly supervise and coordinate the activities of agricultural, forestry, aquacultural, and related workers.

15 Employers Responded • 69 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$8.00 – 15.34	\$7.25 – 18.22	\$8.00 – 21.58
Median	\$11.00	\$10.14	\$13.81

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	36	na	50	na	0	na	14	na
Dental	29	na	21	na	0	na	50	na
Vision	21	na	21	na	0	na	57	na
Life	29	na	29	na	0	na	43	na
Sick Leave	64	na	na	na	na	na	36	na
Vacation	86	na	na	na	na	na	14	na
Retirement	29	na	29	na	0	na	43	na
Other	53	na	0	na	0	na	47	na

Other benefits included truck and/or residence.

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	61	45
Part-Time	0	na
Seasonal or Temp.	39	40

100% of employees work for employers with day shifts; 4% work for employers with swing shifts; and 6% of employees have night hours as needed.

Union or Collective Bargaining Status

7% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 80% **Preferred:** 20% **Not Required:** 0%

Employers require or prefer applicants to have 6 - 60 months of experience (avg. 24 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 47% will accept 6 - 48 months *training* (avg. 17 mos.); and 50% will accept 12 - 48 months *experience in related occupations* (avg. 26 mos.) such as agricultural or vineyard work, nursery specialist, or assistant foreman.

Technical/Vocational Training and/or Certification:

40% of employers prefer applicants to have 2– 24 months training (avg. 10 mos.) in agriculture or silviculture, farm or forestry equipment maintenance, and pesticide and herbicide use.

Level of Education: 40% of employers do not require a high school diploma or equivalent; 53% require a high school diploma or equivalent; and 7% require an associate degree.

Skills and Qualifications

- supervisory skills for farming, forestry, or nursery operations: hires and fires workers; may arrange transportation to fields and living quarters; schedules activities and assigns duties; issues agricultural tools, equipment, and machinery to workers and monitors them; trains workers in methods & safety practices & identifying insects/diseases; and prepares payroll & production reports
- knowledge of proper use of pesticides and herbicides; inspect crops/fields/forests to determine maturity, yield, infestation, or work requirements, such as cultivating, spraying, weeding, or harvesting
- mechanical skills: oversees maintenance of machinery, tools, and irrigation systems
- may use computer database for tracking employees & planting, care, and harvesting

First-Line Supervisors/Managers of Farming, Fishing & Forestry Workers

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers		✓	
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 7% for full-time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: in-house promotions/transfers; employee referrals; word of mouth; and newspaper ads.

WHERE THE JOBS ARE

- General Farms; and General or Specialized Nurseries
- Growers of Grains; Vegetables; Melons or Grapes
- Growers of Fruit and Nuts – Orchards
- Ranches; Dairies
- State and Federal Government (for forestry supervisors)
- Timber Industry – Silviculture and Logging

SIZE OF OCCUPATION

Small

EDD PROJECTIONS

2001: 90 **2008:** 90

7 Yr. Growth Rate: Remain Stable (0%)

Job Openings	2001 – 2008
New Jobs	0
Separations	20
Total	20

GROWTH TRENDS

7% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 87% expected it to *remain stable* in the next 24 months. 0% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are adjusted from EDD-LMID Projections.)

GENDER RATIO

Male – 90% Female – 10%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Field Manager; Operations Manager; Vineyard Manager; Supervisory Forest Technician

Resources

O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=1407>

BLS Occupational Handbook: <http://www.bls.gov/oco/oco20056.htm>

EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguide/FARMWORK.HTM> for farmworkers

Licensing/Skill-Certifying Organizations: California Department of Pesticide Regulation, 916-445-4300, <http://www.cdpr.ca.gov/docs/license/qac.htm>, issues certificates and licenses for qualified pesticide and herbicide applicators, for plant agriculture, forest, and other categories.

Training Providers	
➤ Butte Community College	➤ Mendocino Community College
➤ CSU - Chico; Sacramento; or Sonoma	➤ University of California - Davis
➤ Clear Lake Community College	➤ Yuba Community College

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Food Service Managers

SOC 119051

2003 Survey

Plan, direct, or coordinate activities of an organization or department that serves food and beverages.

19 Employers Responded • 76 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$8.00 – 15.82	\$7.75 – 18.70	\$10.00 – 19.66
Median	\$13.87	\$12.92	\$14.65

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	17	IS	78	IS	0	IS	6	IS
Dental	39	IS	56	IS	0	IS	6	IS
Vision	44	IS	44	IS	0	IS	11	IS
Life	33	IS	28	IS	6	IS	33	IS
Sick Leave	78	IS	na	na	na	na	22	IS
Vacation	89	IS	na	na	na	na	11	IS
Retirement	17	IS	61	IS	12	IS	22	IS
Other	0	IS	6	IS	6	IS	89	IS

IS means insufficient data – only one employer w/part-time position.

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	83	40
Part-Time	1	30
Seasonal or Temp.	16	20

84% of full-time employees work for employers with day shifts; 69% work for employers with swing shifts; and 1% have overnight hours.

Union or Collective Bargaining Status

16% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 63% **Preferred:** 26% **Not Required:** 11%

Employers require or prefer applicants to have 6 - 36 months of experience (avg. 20 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 47% will accept 6 - 24 months *training* (avg. 14 mos.); and 47% will accept 6 - 36 months *experience in related occupations* (avg. 19 mos.), such as assistant manager, cook, institutional cook, and food service.

Technical/Vocational Training and/or Certification

58% of employers require or prefer applicants to have 3 – 24 months training (avg. 13 mos.) in nutrition, food preparation, cooking, and food service management.

Level of Education: 5% of employers do not require a high school diploma or equivalent; 89% require a high school diploma or equivalent; and 5% require an associate degree.

Skills and Qualifications

- knowledge of food safety practices, storage, longevity of products and ingredients from different food groups
- monitor compliance with health and fire regulations regarding food preparation and serving, and building maintenance in lodging and dining facilities
- knowledge of food groups, nutrition, preparation, and service of meals
- plan menus and food utilization based on cost, palatability, and popularity; plan and order purchases of food and supplies based on service levels; receive orders; maintain records of food service, purchases, and sales
- direct worker training; resolve personnel problems, hire new staff, and evaluate employee performance; coordinate assignments
- may control budgets, expenses, and payroll

Food Service Managers

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers		✓	
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 5% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: newspaper ads; in-house promotions/transfers; employee referrals; and EDD.

WHERE THE JOBS ARE

- Eating Places: Delicatessens, Restaurants, incl. Fast Food
- School Districts; Local Government - County Jails
- Hotels/Resorts; Casinos; Clubs; Amusement Facilities
- Hospitals; Nursing Homes and Personal Care Facilities
- Grocery Stores; Retail Bakeries
- Colleges and Universities

SIZE OF OCCUPATION

Medium

EDD PROJECTIONS

2001: 120 2008: 140

7 Yr. Growth Rate: Faster than Average (17%)

Job Openings	2001 – 2008
New Jobs	20
Separations	20
Total	40

GROWTH TRENDS

11% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 89% expected it to *remain stable* in the next 24 months. 5% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are adjusted from EDD-LMID Projections.)

GENDER RATIO

Male – 25% Female – 75%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Assistant Manager (of grocery store); Director of Nutritional Services; Nutrition Specialist; General Manager (of restaurant, club, or store)

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=35>
BLS Occupational Handbook: <http://www.bls.gov/oco/ocos024.htm>
EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguid/FOODSERV.HTM>

Licensing/Skill-Certifying Organizations: No licensing required. American Food Safety Institute (AFSI) provides food manager training and certification, 800-723-3873, <http://www.americanfoodsafety.com/>

Training Providers	
➤ Butte Community College	➤ Mendocino Community College
➤ Clear Lake Community College	➤ Yuba Community College

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Licensed Practical & Licensed Vocational Nurses

SOC 292061

2003 Survey

Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.

20 Employers Responded • 149 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$12.00 – 19.50	\$13.00 – 19.50	\$14.11 – 20.09
Median	\$15.00	\$16.97	\$18.54

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	26	0	74	43	0	0	0	57
Dental	37	0	53	29	11	0	0	57
Vision	26	0	42	29	0	0	32	71
Life	58	14	16	14	5	0	21	71
Sick Leave	95	58	na	na	na	na	5	43
Vacation	95	58	na	na	na	na	5	43
Retirement	47	14	37	43	5	0	11	43
Other	0	0	5	14	0	0	95	86

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	80	40
Part-Time	9	23
Seasonal or Temp.	11	12

100% of employees work for employers with day shifts; 61% work for employers with swing shifts; and 61% work for employers with overnight shifts.

Union or Collective Bargaining Status

15% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 30% Preferred: 50% Not Required: 20%

Employers require or prefer applicants to have 3 - 24 months of experience (avg. 11 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 25% will accept 3 - 24 months *training* (avg. 11 mos.); and 19% will accept 6 - 24 months *experience in related occupations* (avg. 14 mos.) such as medical assistant or certified nursing assistant.

Technical/Vocational Training and/or

Certification: 100% of employers require applicants to have 12– 24 months training (avg. 18 mos.) to obtain required licensed vocational nurse (LVN) license.

Level of Education: 30% of employers require a high school diploma or equivalent; 65% require an associate degree; and 5% require a bachelor degree.

Skills and Qualifications

- knowledge of medical terms and systems used to classify conditions and services and common drugs/medications, methods of administration, doses, and their action
- ability to prepare, administer, and record prescribed medications; give intravenous fluids, injections, or douches/enemas; use equipment, catheters, tracheotomy tubes & oxygen suppliers; dress wounds and apply compresses; record concisely patients' conditions and reactions to treatments
- ability to assist patients w/moving and walking & bathing, hygiene, and dressing
- sterilize equipment & supplies w/germicides, sterilizer, autoclave; inventory supplies
- follow health & safety standards; work under stress in emergencies; communicate well

Licensed Practical & Licensed Vocational Nurses

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 27% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: newspaper ads; employee referrals; and walk-in applicants.

WHERE THE JOBS ARE

- Hospitals; Offices and Clinics of Medical Doctors
- Nursing & Personal Care Facilities; Home Health Services
- Local Government - County Jails & Residential Facilities
- State & Federal Government - Prisons, Clinics/Hospitals & Residential Facilities (including for mentally ill)

SIZE OF OCCUPATION

Large

EDD PROJECTIONS

2001: 260 2008: 300

7 Yr. Growth Rate: Average (15%)

Job Openings	2001 – 2008
New Jobs	40
Separations	70
Total	110

GROWTH TRENDS

20% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 80% expected it to *remain stable* in the next 24 months. 25% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are adjusted from EDD-LMID Projections.)

GENDER RATIO

Male – 5% Female – 95%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Data Assessment Coordinator; Public Health Nurse; Registered Nurse; Staff Development Director

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=314>
BLS Occupational Handbook: <http://www.bls.gov/oco/ocos102.htm>
EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguide/NURSELVN.HTM>

Licensing/Skill-Certifying Organizations: California Board of Vocational Nursing and Psychiatric Technicians, for required State License, 916-263-7800, <http://www.bvnpt.ca.gov/sumlicvn.htm>. This web page lists requirements for licensure, including passing exams of either: National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or National League for Nursing Test Pool Practical Nursing Examination (NLN)

Training Providers	
➤ Butte Community College	➤ Tri-County Regional Occupation Program - ROP
➤ Clear Lake Community College	➤ Yuba Community College

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Medical Records and Health Information Technicians

SOC 292071

2003 Survey

Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards.

18 Employers Responded • 53 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$6.98 – 11.00	\$7.48 – 14.00	\$8.03 – 16.00
Median	\$8.30	\$9.75	\$11.26

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	19	0	81	43	0	0	0	57
Dental	25	0	50	14	6	14	19	71
Vision	13	0	31	14	0	0	56	86
Life	44	14	13	0	6	0	38	86
Sick Leave	100	43	na	na	na	na	0	57
Vacation	100	43	na	na	na	na	0	57
Retirement	44	14	44	14	6	0	6	71
Other	7	0	0	0	0	0	93	100

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	85	40
Part-Time	15	22
Seasonal or Temp.	0	na

100% of employees work for employers with day shifts; and 6% work for employers with swing shifts.

Union or Collective Bargaining Status

11% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 33% **Preferred:** 50% **Not Required:** 17%

Employers require or prefer applicants to have 6 - 24 months of experience (avg. 11 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 67% will accept 6 - 12 months *training* (avg. 7 mos.); and 83% will accept 6 - 12 months *experience in related occupations* (avg. 11 mos.) such as office clerk, receptionist, secretary, nursing, or medical assistant.

Technical/Vocational Training and/or Certification

24% of employers prefer applicants to have 4 - 12 months training (avg. 8 mos.) in medical office and filing skills. No employers required such classroom training.

Level of Education: 6% of employers do not require a high school diploma or equivalent; 94% of employers require a high school diploma or equivalent; and none require an associate degree.

Skills and Qualifications

- familiarity with medical terms, services, coding systems, records, and forms
- ability to process patient service, admission & discharge documents; accurately record codes for services; compile & maintain medical records; review records for compliance with standards; ensure confidentiality of records; send records per requests & regulations; and use computers & office machines
- accurately enter data: patient characteristics, medical & social histories, diagnoses, and treatments; maintain health record indexes, storage & retrieval systems; may compile data for reports on incidence of diseases/injuries, care/services, and costs
- post medical insurance billings; prepare and process business and government forms

Medical Records and Health Information Technicians

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 24% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: newspaper ads; employee referrals; walk-in applicants; and EDD.

WHERE THE JOBS ARE

- Hospitals; Offices and Clinics of Medical Doctors
- Nursing & Personal Care Facilities; Home Health Services
- Medical Services; HMOs; Health and Life Insurance Cos.
- Local Government - County Jails & Residential Facilities
- State & Federal Government - Prisons, Clinics/Hospitals & Residential Facilities (including for mentally ill)

SIZE OF OCCUPATION

Small

EDD PROJECTIONS

2001: 70 2008: 80

7 Yr. Growth Rate: Average (14%)

Job Openings	2001 – 2008
New Jobs	10
Separations	10
Total	20

GROWTH TRENDS

11% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 72% expected it to *remain stable* in the next 24 months. 11% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are from EDD-LMID Projections Unit.)

GENDER RATIO

Male – 4% Female – 96%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Administrative Assistant; Administrator; Medical Biller or Receptionist; Office Manager; Patient Care Technician; or Service Coordinator

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=325>
 BLS Occupational Handbook: <http://www.bls.gov/oco/ocos103.htm>
 EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguide/MEDRECOR.HTM>

Licensing/Skill-Certifying Organizations: No license required. American Health Information Management Association(AHIMA), <http://www.ahima.org/certification/index.cfm>, provides skill certificates, and has state chapters: California Health Information Association (CHIA), <http://www.californiahia.org/control.cfm>

Training Providers	
<ul style="list-style-type: none"> ➤ Butte Community College ➤ Clear Lake Community College ➤ Glenn Co. Office of Education - Adult Program/ROP ➤ Lake County Office of Education - Adult Educ./ROP 	<ul style="list-style-type: none"> ➤ Mendocino Community College ➤ Tri-County Regional Occupation Program - ROP ➤ Yuba Community College

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Nursing Aides, Orderlies, and Attendants

SOC 311012

2003 Survey

Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens.

14 Employers Responded • 440 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Non-Union Range	\$6.75 – 9.60	\$7.25 – 10.00	\$8.24 - 15.00
Union Range	\$9.00 – 9.85	\$9.00 – 10.41	\$10.03 – 11.65
Non-Union Median	\$8.83	\$9.13	\$9.96
Union Median	\$9.39	\$9.83	\$10.69

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	29	20	71	40	0	0	0	40
Dental	29	20	57	20	7	10	7	50
Vision	36	20	36	10	0	0	29	70
Life	57	40	7	10	7	0	29	50
Sick Leave	100	70	na	na	na	na	0	30
Vacation	100	70	na	na	na	na	0	30
Retirement	14	10	50	40	7	0	29	50
Other	0	0	7	10	0	0	93	90

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	81	39
Part-Time	13	23
Seasonal or Temp.	6	14

100% of employees work for employers with day shifts;
98% work for employers with swing and overnight shifts.

Union or Collective Bargaining Status

29% of responding employers indicated their employees are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 7% Preferred: 50% Not Required: 43%

Employers require or prefer applicants to have 3 - 12 months of experience (avg. 6 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 88% will accept 3 - 12 months *training* (avg. 5 mos.); and 63% will accept 6 months *experience in related occupations*, such as home health or personal care provider, or medical office or health education work.

Technical/Vocational Training and/or

Certification: 86% of employers require applicants to have 2 – 6 months training (avg. 3 mos.) for Certified Nursing Aide (CNA) certification.

Level of Education: 93% of employers require a high school diploma or equivalent; and 7% require a bachelor degree.

Skills and Qualifications

- familiarity with terminology, supplies, and equipment used in nursing care
- take and record patient's vital signs, temperature, blood pressure, pulse rate, and respiration rates & record a patient's food and liquid intake/output; observe patients' physical, mental, and emotional conditions; and report changes to nurse or supervisor
- sterilize, store, prepare and issue medical and personal care supplies; dress wounds
- assist patients with moving, turning, walking, and exercising; meals/feeding; toileting; bathing, hygiene, and dressing
- administer circulation & skin care therapies
- listen and communicate clearly; follow health & safety rules; and work under stress in emergencies

Nursing Aides, Orderlies, and Attendants

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 32% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: newspaper ads; employee referrals; walk-in applicants; and EDD.

WHERE THE JOBS ARE

- Nursing & Personal Care Facilities
- Hospitals
- Local Government – Public Health and Corrections Depts.
- Tribal Health Organizations
- Offices and Clinics of Medical Doctors

SIZE OF OCCUPATION

Very Large

EDD PROJECTIONS

2001: 520 2008: 590

7 Yr. Growth Rate: Average (14%)

Job Openings	2001 – 2008
New Jobs	70
Separations	50
Total	120

GROWTH TRENDS

21% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 79% expected it to *remain stable* in the next 24 months. 43% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are adjusted from EDD-LMID Projections.)

GENDER RATIO

Male – 6% Female – 94%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Licensed Vocational Nurse; Rehabilitation or Physical Therapy Aides; Office Positions; Social Services Coordinator

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=586>
BLS Occupational Handbook: <http://www.bls.gov/oco/ocos165.htm>
EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguid/NurseAid.HTM>

Licensing/Skill-Certifying Organizations: California Department of Health Services, for required State License, 916-327-2445, <http://www.dhs.ca.gov/publications/forms/l&c/l&c.htm>

Training Providers	
➤ Butte Community College	➤ Tri-County Regional Occupation Program - ROP
➤ Lake County Office of Education - Adult Educ./ROP	

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Pharmacists

SOC 291051

2003 Survey

Compound and dispense medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners.

14 Employers Responded • 31 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$40.44 – 50.00	\$38.36 – 53.00	\$40.27 – 60.00
Median	\$49.00	\$47.50	\$50.00

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	50	0	50	33	0	0	0	67
Dental	30	0	50	0	0	17	20	83
Vision	40	0	20	0	0	0	40	100
Life	70	0	10	0	0	0	20	100
Sick Leave	80	0	na	na	na	na	20	100
Vacation	100	17	na	na	na	na	0	83
Retirement	40	0	60	33	0	0	0	67
Other	10	0	0	0	0	0	90	100

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	65	42
Part-Time	23	14
Seasonal or Temp.	13	28

100% of employees work for employers with day shifts; and 48% work for employers with swing shifts.

Union or Collective Bargaining Status

7% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 50% Preferred: 50% Not Required: 0%

Employers require or prefer applicants to have 12 - 18 months of experience (avg. 13 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 36% will accept one year of *training*; and 8% will accept two years of *experience in related occupations*, such as pharmacy technician.

Technical/Vocational Training and/or

Certification: 100% of employers require applicants to have 36–48 months training (avg. 44 mos.) for pharmacist, and require pharmacist license. Continuing education necessary to maintain license.

Level of Education: 100% of employers require graduate school, generally four years, to obtain pharmacist license.

Skills and Qualifications

- knowledge of pharmaceutical terminology, science, equipment, and lab procedures; and of medication actions, uses, dosages, modes of administration, and storage requirements
- knowledge of pharmacy standards, ethics, laws & regulations governing pharmacies
- ability and qualifications to mix, prepare, and dispense medications according to prescriptions; and to advise customers on benefits, risks, doses, and methods of taking prescribed drugs
- use database, internet, and industry-specific software (e.g., tech-rx; zadall; ndc; emap; connexus); email, fax, & office machines
- supervise pharmacy technicians and aides; and oversee inventory record-keeping
- customer service

Pharmacists

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience			✓

Turnover: The survey revealed a turnover rate of 15% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: colleges/universities; the internet; newspaper ads; trade journals; and employee referrals.

WHERE THE JOBS ARE

- Drug Stores and Proprietary Stores
- Hospitals
- Grocery Stores
- Department Stores

SIZE OF OCCUPATION

Medium

EDD PROJECTIONS

2001: 110 2008: 140

7 Yr. Growth Rate: Much Faster than Avg. (27%)

Job Openings	2001 – 2008
New Jobs	30
Separations	30
Total	60

GROWTH TRENDS

36% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 64% expected it to *remain stable* in the next 24 months. 14% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are from EDD-LMID Projections Unit.)

GENDER RATIO

Male – 68% Female – 32%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Pharmacy Manager; Business Manager; Vice-President.

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=318>
BLS Occupational Handbook: <http://www.bls.gov/oco/ocos079.htm>
EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguides/PHARMCST.HTM>

Licensing/Skill-Certifying Organizations: California Board of Pharmacy, for State License, 916-445-5014, <http://www.pharmacy.ca.gov/licensee.htm>. Pharmacist.com is a joint project of the American Pharmacists Association & the National Association of Boards of Pharmacy, with many resources & links at: <http://www.pharmacist.com/>

Training Providers	
➤ CSU - Chico; Sacramento; or Sonoma	➤ University of California School of Pharmacy
➤ University of California - Davis	➤ University of the Pacific School of Pharmacy

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Pharmacy Aides

SOC 319095

2003 Survey

Record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. May operate cash register and accept prescriptions for filling.

15 Employers Responded • 63 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$6.75 – 8.50	\$7.00 – 10.00	\$7.90 – 12.00
Median	\$7.50	\$8.50	\$10.00

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	50	10	42	40	0	0	8	50
Dental	17	0	25	40	8	0	50	60
Vision	25	0	25	20	0	0	50	80
Life	8	0	8	10	0	0	83	90
Sick Leave	67	40	na	na	na	na	33	60
Vacation	92	60	na	na	na	na	8	40
Retirement	33	20	33	20	0	0	33	60
Other	0	0	0	0	0	0	100	100

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	62	40
Part-Time	35	23
Seasonal or Temp.	3	14

100% of employees work for employers with day shifts; and 41% work for employers with swing shifts.

Union or Collective Bargaining Status

13% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Not
Required: 0% Preferred: 47% Required: 53%

Employers require or prefer applicants to have 3 - 24 months of experience (avg. 8 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 57% will accept 3 - 4 months *training*; and 86% will accept 3 - 24 months *experience in related occupations* (avg. 9 mos.) such as retail sales, cashier, or medical office work.

Technical/Vocational Training and/or

Certification: 20% of employers prefer applicants to have 3 months training in customer service, cash register, and typing/office skills.

Level of Education: 33% of employers do not require a high school diploma or equivalent; 67% require a high school diploma or equivalent.

Skills and Qualifications

- customer service; oral communication and listening skills; familiarity with pharmacy operations, terms, drugs, forms & products
- receive and process prescriptions in coordination with pharmacist & pharmacy technician
- type prescription labels; log sales; receive, store and inventory pharmaceutical supplies; file, compile, and maintain records; stock, price, and label products
- operate cash register and credit card device to process cash and credit sales; accurately compute numerical data and count change; clear cash register & reconcile cash, checks, and credit slips
- computer and office machine skills: use computer database to access insurance status and billing methods for customers; assist with billing and collections
- maintain neat and clean pharmacy; may make deliveries to customers and institutions

Pharmacy Aides

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers	na	na	na
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 26% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: walk-in applicants; newspaper ads; and employee referrals.

WHERE THE JOBS ARE

- Drug Stores and Proprietary Stores
- Hospitals
- Grocery Stores
- Department Stores

SIZE OF OCCUPATION

Small

EDD PROJECTIONS

2001: 70 2008: 80

7 Yr. Growth Rate: Average (14%)

Job Openings	2001 – 2008
New Jobs	10
Separations	30
Total	40

GROWTH TRENDS

53% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 47% expected it to *remain stable* in the next 24 months. 40% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are adjusted from EDD-LMID Projections.)

GENDER RATIO

Male – 6% Female – 94%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Pharmacy Technicians; Assistant Store Manager

Resources

O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=1346>

BLS Occupational Handbook: <http://www.bls.gov/oco/ocos274.htm>

EDD-LMID Occupational Guide: not available for this occupation

Licensing/Skill-Certifying Organizations: Not Applicable.

Training Providers	
<ul style="list-style-type: none"> ➤ Butte Community College ➤ Clear Lake Community College ➤ Glenn Co. Office of Education - Adult Program/ROP ➤ Lake County Office of Education - Adult Educ./ROP 	<ul style="list-style-type: none"> ➤ Mendocino Community College ➤ Tri-County Regional Occupation Program - ROP ➤ Yuba Community College

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Pharmacy Technicians

SOC 292052

2003 Survey

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.

16 Employers Responded • 46 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$10.00 – 13.46	\$10.00 – 15.00	\$12.00 – 17.19
Median	\$11.00	\$12.50	\$15.00

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	43	20	50	60	0	0	7	20
Dental	21	0	29	60	7	0	43	40
Vision	21	0	29	40	0	0	50	60
Life	14	20	7	20	0	0	79	60
Sick Leave	64	60	na	na	na	na	36	40
Vacation	100	100	na	na	na	na	0	0
Retirement	36	20	36	40	0	0	29	40
Other	0	0	0	0	0	0	100	100

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	80	40
Part-Time	17	28
Seasonal or Temp.	3	10

100% of employees work for employers with day shifts; and 48% work for employers with swing shifts.

Union or Collective Bargaining Status

13% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 63% Preferred: 37% Not Required: 0%

Employers require or prefer applicants to have 6 - 18 months of experience (avg. 11 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 63% will accept 4 - 18 months *training* (avg. 9 mos.); and 27% will accept 18 - 24 months *experience in related occupations* (avg. 21 mos.) such as pharmacy clerk or aide.

Technical/Vocational Training and/or

Certification: 100% of employers require or prefer applicants to have 6– 24 months training (avg. 12 mos.) for pharmacy technician license.

Level of Education: 100% of employers require a high school diploma or equivalent; and none require an associate degree.

Skills and Qualifications

- familiarity with pharmaceutical terminology, equipment, and lab procedures; and with medication actions, uses, dosages, modes of administration, and storage requirements
- familiarity with pharmacy standards, ethics, laws & regulations governing pharmacies
- ability to take prescription orders precisely, by telephone, in person, and from doctors' handwriting and abbreviations
- ability to accurately calculate and prepare pharmaceutical doses; and assign prices
- maintain records related to dispensing prescriptions; conduct inventory and maintain stock records
- computer, email, cash register, fax, and office machine skills
- database and industry software skills
- writing and oral communication skills
- customer service

Pharmacy Technicians

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 9% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: walk-in applicants; newspaper ads; in-house promotions/transfers; and employee referrals.

WHERE THE JOBS ARE

- Drug Stores and Proprietary Stores
- Hospitals
- Grocery Stores
- Department Stores

SIZE OF OCCUPATION

Medium

EDD PROJECTIONS

2001: 90 2008: 120

7 Yr. Growth Rate: Much Faster than Avg. (33%)

Job Openings	2001 – 2008
New Jobs	30
Separations	20
Total	50

GROWTH TRENDS

50% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 50% expected it to *remain stable* in the next 24 months. 13% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are from EDD-LMID Projections Unit.)

GENDER RATIO

Male – 9% Female – 91%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: District Trainer or Training Technician (for Pharmacy Technicians for large, multi-site, drug stores)

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=319>
BLS Occupational Handbook: <http://www.bls.gov/oco/ocos252.htm>
EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguide/PHARMACY.HTM>

Licensing/Skill-Certifying Organizations: California Board of Pharmacy, for State License, 916-445-5014, http://www.pharmacy.ca.gov/pharmacy_technician.htm Pharmacy Technician Certification Board (national), at <http://www.ptcb.org/default.nojava.asp> -- nearest exams in 2004, Chico and Sacramento, March, July, and November. Pharmacy Technician Educators Council, 562-860-1927 Ext 417, <http://www.rxptec.org/>, provides resources & links.

Training Providers

- [Cerritos College, Norwalk, California](#)
- [Santa Ana College, Santa Ana, California](#)

Note: Training is often provided on-the-job, 1500 hours, to pharmacy aides to qualify them for the Pharmacy Technician licensing exam. This is the most common way workers in this area become pharmacy technicians.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Probation Officers & Correctional Treatment Specialists

SOC 211092

2003 Survey

Provide social services to assist in rehabilitation of law offenders in custody or on probation or parole. Make recommendations for actions involving formulation of rehabilitation plan and treatment of offender, including conditional release and education and employment stipulations.

5 Employers Responded • 74 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$13.57 – 15.60	\$14.25 – 17.27	\$15.71 – 19.25
Median	\$14.64	\$16.36	\$17.86

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	40	na	60	na	0	na	0	na
Dental	40	na	60	na	0	na	0	na
Vision	80	na	20	na	0	na	0	na
Life	80	na	20	na	0	na	0	na
Sick Leave	100	na	na	na	na	na	0	na
Vacation	100	na	na	na	na	na	0	na
Retirement	40	na	60	na	0	na	0	na
Other	0	na	0	na	0	na	100	na

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	100	40
Part-Time	0	na
Seasonal or Temp.	0	na

100% of employees work for employers with day shifts; 0% have regular, swing or overnight shifts, but most employees periodically have overnight, on-call shifts.

Union or Collective Bargaining Status

100% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 0% Preferred: 40% ^{Not} Required: 60%

Employers require or prefer applicants to have 6 - 12 months of experience (avg. 9 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 50% will accept 6 months training; and 100% will accept 6 - 24 months experience in related occupations (avg. 15 mos.), such as law enforcement or social work.

Technical/Vocational Training and/or

Certification: State law requires local governments to have first-year probation officers obtain some of the training certifications for peace officers, per CA Penal Code, Sec. 832. Obtaining some of this training prior to application enhances job qualifications.

Level of Education: 20% of employers require a high school diploma or equivalent; 60% require an associate degree; and 20% require a bachelor degree.

Skills and Qualifications

- familiarity with principles of criminal justice system, rehabilitation, and social work
- compile information on backgrounds and activities of clients; assess needs and risks
- explain and enforce conditions of probation
- interview & counsel individuals and families
- coordinate services to client with staff of other service agencies
- record client behavior and recommendations; prepare reports; and submit necessary paperwork to courts or review boards
- writing, word-processing and email skills
- electronic and hard-copy file maintenance
- may require firearms certification & use

Probation Officers & Correctional Treatment Specialists

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers	na	na	na
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 15% for full-time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: newspaper ads; the internet; colleges/universities; and EDD.

WHERE THE JOBS ARE

- Local Government
- State Government

SIZE OF OCCUPATION

Small

EDD PROJECTIONS

2001: 70 2008: 80

7 Yr. Growth Rate: Average (14%)

Job Openings	2001 – 2008
New Jobs	10
Separations	10
Total	20

GROWTH TRENDS

0% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 100% expected it to *remain stable* in the next 24 months. 20% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are adjusted from EDD-LMID Projections.)

GENDER RATIO

Male – 53% Female – 47%

OTHER INFORMATION

Promotional Opportunities: Deputy Probation Officer III; Senior or Supervising Deputy Probation Officer

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=228>
 BLS Occupational Handbook: <http://www.bls.gov/oco/ocos265.htm>
 EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguid/PROBOFF.HTM>

Licensing/Skill-Certifying Organizations: CA Commission on Peace Officer Standards & Training (POST), 916-227-3909, <http://www.post.ca.gov/>, provides specific information on training & certification requirements at <http://www.post.ca.gov/selection/>. PC 832 Arrest and Firearms Course is the minimum training standard for peace officers. This training may be met by completion of a basic training course or as a separate certified course. Information on POST certification courses and presenters can be found at : <http://www.post.ca.gov/catalog/cataloghtml.asp>

Training Providers	
<ul style="list-style-type: none"> ➤ American River College ➤ Butte Community College ➤ CSU - Chico; Sacramento; or Sonoma ➤ Chapman University 	<ul style="list-style-type: none"> ➤ Mendocino Community College ➤ Sacramento City College ➤ University of California - Davis ➤ Yuba and Clear Lake Community College - YCCD

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Roofers

SOC 472181

2003 Survey

Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, and related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.

12 Employers Responded • 38 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$8.00 – 15.00	\$8.00 – 19.00	\$13.00 – 22.00
Median	\$9.00	\$14.00	\$20.00

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	33	IS	25	IS	0	IS	42	IS
Dental	8	IS	0	IS	0	IS	92	IS
Vision	0	IS	0	IS	0	IS	100	IS
Life	8	IS	0	IS	0	IS	92	IS
Sick Leave	0	IS	na	na	na	na	100	IS
Vacation	17	IS	na	na	na	na	83	IS
Retirement	0	IS	8	IS	0	IS	92	IS
Other	8	IS	0	IS	0	IS	92	IS

IS means insufficient data – only one employer w/part-time position.

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	92	37
Part-Time	3	20
Seasonal or Temp.	5	40

All employees have day shifts; none have swing shifts or overnight hours.

Union or Collective Bargaining Status

0% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 58% Preferred: 42% Not Required: 0%

Employers require or prefer applicants to have 6 - 36 months of experience (avg. 18 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 8% will accept one year of *training*; and 30% will accept one year of *experience in related occupations* such as other construction, painting, insulation, or outdoor physical work.

Technical/Vocational Training and/or

Certification: 17% of employers prefer applicants to have 3 - 4 months training in roofing, metal work, welding, or urethane coating.

Level of Education: 75% of employers do not require a high school diploma or equivalent; 25% require a high school diploma or equivalent.

Skills and Qualifications

- knowledge of roofing practices, materials and terminology; and of safety practices
- good balance, agility; and strength; ability to lift 50 lbs.
- operate roofer's hand & power tools; distinguish different types of nails, screws, staples, anchors, and adhesives and their uses; measure and mark accurately using measuring tapes, levels, rules, and squares
- evaluate roof structures for stability relative to roofing materials used
- install roofing materials, urethane foam, trim metal and flashing, and possibly skylights; set up and secure scaffolding and ladders maintain safe work site; maintain tools & equipment
- provide cost estimates and customer service

Roofers

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience			✓

Turnover: The survey revealed a turnover rate of 42% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: employee referrals; walk-in applicants; and newspaper ads.

WHERE THE JOBS ARE

- Roofing, Siding & Sheet Metal Work Firms
- Urethane Foam Coating and Roofing Firms

SIZE OF OCCUPATION

Small

EDD PROJECTIONS

2001: 80 2008: 90

7 Yr. Growth Rate: Average (13%)

Job Openings	2001 – 2008
New Jobs	10
Separations	30
Total	40

GROWTH TRENDS

17% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 75% expected it to *remain stable* in the next 24 months. 8% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are adjusted from EDD-LMID Projections.)

GENDER RATIO

Male – 97% Female – 3%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Urethane Foam Mechanic; Foreman

Resources

O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=816>

BLS Occupational Handbook: <http://www.bls.gov/oco/ocos212.htm>

EDD-LMID Occupational Guide: not available for this occupation

Licensing/Skill-Certifying Organizations: Not Applicable.

Training Providers	
No Training Providers Found, Besides Employers.	Employers Provide On-the-Job Training.

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Helpers - Roofers

SOC 473016

2003 Survey

Help roofers by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.

11 Employers Responded • 36 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$7.25 – 12.50	\$8.00 – 14.00	\$10.00 – 16.00
Median	\$8.00	\$10.00	\$14.00

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	25	0	13	33	0	0	63	67
Dental	13	0	0	0	0	0	88	100
Vision	0	0	0	0	0	0	100	100
Life	13	0	0	0	0	0	88	100
Sick Leave	0	0	na	na	na	na	100	100
Vacation	13	33	na	na	na	na	88	67
Retirement	0	0	0	0	0	0	100	100
Other	0	0	0	0	0	0	100	100

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	58	35
Part-Time	11	22
Seasonal or Temp.	31	35

All employees have day shifts; none have swing shifts or overnight hours.

Union or Collective Bargaining Status

0% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Not
Required: 9% Preferred: 64% Required: 27%

Employers require or prefer applicants to have 3 - 12 months of experience (avg. 8 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 25% will accept 3 - 6 months *training* (avg. 5 mos.); and 86% will accept 3 - 12 months *experience in related occupations* (avg. 10 mos.), such as construction, painting, or physical work outdoors w/ladders.

Technical/Vocational Training and/or Certification

0% of employers require or prefer applicants to have vocational training, basically because it is not available. New workers are trained on the job.

Level of Education: 82% of employers do not require a high school diploma or equivalent; 18% require a high school diploma or equivalent.

Skills and Qualifications

- basic understanding of roofing practices and terminology; knowledge of safety practices
- good balance, agility; and strength; ability to lift 50 lbs.
- ability to properly identify, select, and operate roofer's hand & power tools; distinguish different types of nails, screws, staples, anchors, and adhesives and uses
- proper care/handling of materials on job site
- measure and mark accurately using measuring tapes, levels, rules, and squares
- assist roofer with loading and unloading materials; installing roofing material, urethane foam, trim metal and flashing, and possibly skylights; scaffolding and ladders
- dispose of waste/scrap; maintain clean and safe work site; maintain tools & equipment

Helpers - Roofers

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 60% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: employee referrals; walk-in applicants; and newspaper ads.

WHERE THE JOBS ARE

- Roofing, Siding & Sheet Metal Work Firms
- Urethane Foam Coating and Roofing Firms

SIZE OF OCCUPATION

Small

EDD PROJECTIONS

2001: 30 2008: 40

7 Yr. Growth Rate: Much Faster than Avg. (33%)

Job Openings	2001 – 2008
New Jobs	10
Separations	20
Total	30

GROWTH TRENDS

9% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 73% expected it to *remain stable* in the next 24 months. 9% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are adjusted from EDD-LMID Projections.)

GENDER RATIO

Male – 100% Female – 0%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Roofers

Resources

O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=1425> , pending

BLS Occupational Handbook: <http://www.bls.gov/oco/ocos212.htm> , for roofers

EDD-LMID Occupational Guide: not available for this occupation

Licensing/Skill-Certifying Organizations: Not Applicable.

Training Providers	
No Training Providers Found, Besides Employers.	Employers Provide On-the-Job Training.

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Sales Representatives, Wholesale & Manufacturing, Technical & Scientific

SOC 414011

2003 Survey

Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education.

14 Employers Responded • 59 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Range	\$9.00 – 16.30	\$11.99 – 20.14	\$14.38 – 26.85
Median	\$14.06	\$16.15	\$20.33
plus average commission	+ \$4.00/hr.	+ \$5.25/hr.	+ \$9.24/hr.

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	21	na	79	na	0	na	0	na
Dental	7	na	79	na	0	na	14	na
Vision	0	na	64	na	0	na	36	na
Life	57	na	21	na	0	na	21	na
Sick Leave	86	na	na	na	na	na	14	na
Vacation	93	na	na	na	na	na	7	na
Retirement	29	na	57	na	0	na	14	na
Other	7	na	7	na	7	na	79	na

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	100	43
Part-Time	0	na
Seasonal or Temp.	0	na

All employees have day shifts; none have swing shifts or overnight hours.

Union or Collective Bargaining Status

0% of responding employers indicated their employees in this occupation are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Not Required: 36% **Preferred:** 57% **Required:** 7%

Employers require or prefer applicants to have 3 – 36 months of experience (avg. 15 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 46% will accept 3 - 36 months *training* (avg. 17 mos.); and 92% will accept 6 - 36 months *experience in related occupations* (avg. 16 mos.) such as sales route driver, fertilizer/chemical manufacture or application, HVAC installation, or physical therapy (with medical equipment sold).

Technical/Vocational Training and/or Certification:

43% of employers require or prefer applicants to have 3– 12 months training (avg. 7 mos.) in agricultural pest control, or setting and adjusting devices or equipment. Agricultural chemical sales require pest control adviser (PCA) license, which may be obtained on-the-job, and maintained w/continuing education.

Level of Education: 43% of employers require a high school diploma or equivalent; 7% require an associate degree; and 50% require a bachelor degree.

Skills and Qualifications

- knowledge of principles and processes for providing customer and personal services
- knowledge/ability to sell chemical, medical, pharmaceutical, or electronic products
- assess customer needs; recommend changes in use of products or machinery; conduct sales presentations and demonstrations; provide technical information on products; prepare sales reports & government forms
- arrange prices, credit terms, deliveries, service contracts/warranties, follow-up
- use computers and manufacturer websites

Sales Representatives, Wholesale & Manufacturing, Technical & Scientific

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers			✓
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 5% for full-time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: employee referrals; in-house promotions/transfers; newspaper ads; and colleges/universities.

WHERE THE JOBS ARE

- Chemicals and Allied Products
- Medical Instruments and Supplies
- Heating and Air-Conditioning Equipment
- Professional and Commercial Equipment
- Measuring and Controlling Devices

SIZE OF OCCUPATION

Small

EDD PROJECTIONS

2001: 70 **2008:** 80

7 Yr. Growth Rate: Average (14%)

Job Openings	2001 – 2008
New Jobs	10
Separations	10
Total	20

GROWTH TRENDS

21% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 79% expected it to *remain stable* in the next 24 months. 21% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are from EDD-LMID Projections Unit.)

GENDER RATIO

Male – 95% Female – 5%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Area or District Sales Manager; Store Manager

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=1380>
BLS Occupational Handbook: <http://www.bls.gov/oco/ocos119.htm>
EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguid/ANUSALE.HTM>

Licensing/Skill-Certifying Organizations: California Department of Pesticide Regulation, 916-445-4300, <http://www.cdpr.ca.gov/docs/license/adviser.htm> issues Agricultural Pest Control Advisor License, the most commonly required license for this occupation in this area.

Training Providers	
➤ Butte Community College	➤ Mendocino Community College
➤ CSU - Chico; Sacramento; or Sonoma	➤ University of California - Davis
➤ Clear Lake Community College	➤ Yuba Community College

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

Social and Human Service Assistants

SOC 211093

2003 Survey

Assist professionals from a wide variety of fields, such as psychology, rehabilitation, or social work, to provide client services, as well as support for families. May assist clients in identifying available benefits and social and community services and help clients obtain them. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or adult daycare.

17 Employers Responded • 205 Employees in this Occupation Covered by Their Responses

WAGES AND BENEFITS

Wages	New Hires, No Experience	New Hires, Experienced	3 Years With Firm
Non-Union Range	\$7.00 - 10.38	\$7.00 - 14.63	\$8.00 - 18.00
Union Range	\$10.70 - 13.05	\$11.29 - 13.71	\$12.59 - 15.11
Non-Union Median	\$8.00	\$10.13	\$12.00
Union Median	\$11.33	\$11.82	\$13.60

Percentages of Employers Offering Benefits

Benefits	Employer Pays		Shared Cost		Employee Pays		No Plan	
	F/T	p/t	F/T	p/t	F/T	p/t	F/T	p/t
Medical	54	22	46	0	0	22	0	56
Dental	38	22	38	0	15	22	8	56
Vision	54	22	31	0	8	11	8	67
Life	62	22	23	0	0	11	15	67
Sick Leave	92	56	na	na	na	na	8	44
Vacation	92	44	na	na	na	na	8	56
Retirement	54	22	23	11	8	11	15	56
Other	8	25	0	0	0	0	92	75

Work Hours & Shifts

Employment Status	% of All Employees	Average Hours Per Week
Full-Time	68	41
Part-Time	28	18
Seasonal or Temp.	8	40

80% of employees work for employers with day shifts;
30% work for employers with swing and overnight shifts;
41% have split shifts, 24 hr. shifts, or are on-call.

Union or Collective Bargaining Status

29% of responding employers indicated their employees are unionized/organized.

EMPLOYER REQUIREMENTS

Work Experience

Required: 29% Preferred: 41% Not Required: 29%

Employers require or prefer applicants to have 6 - 12 months of experience (avg. 9 mos.).

Substitution for Occupational Experience

Of employers requiring or preferring experience, as a substitute, 67% will accept 3 - 12 months *training* (avg. 8 mos.); and 75% will accept 6 - 12 months *experience in related occupations* (avg. 10 mos.) such as special education aide; instructional aide; advocacy; medical or social service office work.

Technical/Vocational Training and/or

Certification: 42% of employers require or prefer applicants to have 3 - 12 months training (avg. 7 mos.) in such areas as special education, counseling, chemical dependency, first aid and social services.

Level of Education: 12% of employers do not require a high school diploma or equivalent; 53% require a high school diploma or equivalent; and 35% require an associate degree.

Skills and Qualifications

- familiarity with intake systems, case management methods, record-keeping, community resources for referrals, and counseling in social service agencies
- ability to follow agency procedures for assisting intake of clients, eligibility-determination & verification, collection of information to determine client history and needs; interview clients & family members
- accurately compile case records, and prepare and forward records/reports as requested by supervisors; maintain client files
- communication skills, writing, listening, and speaking; computer and office machine skills

Social and Human Service Assistants

SUPPLY AND DEMAND

Degree of Difficulty Finding Qualified Applicants

Employer Requirements	Not Difficult	Moderately Difficult	Very Difficult
Employers Hiring Only Experienced Workers		✓	
Employers Hiring Workers With or Without Experience		✓	

Turnover: The survey revealed a turnover rate of 18% for full and part time regular employees in the past 12 months.

Recruitment: The most common recruitment methods reported by employers were: newspaper ads; employee referrals; and in-house promotions/transfers.

WHERE THE JOBS ARE

- Local Government - Employment/Welfare Programs; Child Protection; Various Assistance Programs
- Non-Profit Social Service Agencies (including for substance abuse, spouse or child abuse, hospice, respite)
- Hospitals; Nursing Homes and Personal Care Facilities
- Group Homes; Private Correctional Facilities
- Parent and Early Childhood Education Organizations

SIZE OF OCCUPATION

Large

EDD PROJECTIONS

2001: 190 **2008:** 220

7 Yr. Growth Rate: Faster than Average (16%)

Job Openings	2001 – 2008
New Jobs	30
Separations	40
Total	70

GROWTH TRENDS

18% of employers surveyed expected their employment in this occupation to *grow* in the next 24 months; 76% expected it to *remain stable* in the next 24 months. 47% *grew* in the last year.

(Growth Trends are from this survey. Projections, above, are adjusted from EDD-LMID Projections.)

GENDER RATIO

Male – 14% Female – 86%

OTHER INFORMATION

Promotional Opportunities: Positions to which workers may be promoted: Mental Health Worker; Program or Service Coordinator; Social Worker; Staff Analyst; Team Leader/Supervisor.

Resources

- O*NET Occupational Details: <http://online.onetcenter.org/report?r=1&id=230>
 BLS Occupational Handbook: <http://www.bls.gov/oco/ocos059.htm>
 EDD-LMID Occupational Guide: <http://www.calmis.ca.gov/file/occguide/HUMANSRV.HTM>

Licensing/Skill-Certifying Organizations: Not Applicable.

Training Providers	
<ul style="list-style-type: none"> ➤ Butte Community College ➤ CSU - Chico; Sacramento; or Sonoma ➤ Chapman University ➤ Clear Lake Community College 	<ul style="list-style-type: none"> ➤ Mendocino Community College ➤ University of California - Davis ➤ Yuba Community College

Refer to the Training Directory, starting on page 60, for websites and training provider contact information.

Disclaimer: The Employment Development Department (EDD) does not endorse the schools listed. Training programs change frequently, therefore, contact the schools to verify training information.

TRAINING DIRECTORY

OVERVIEW OF NCCC TRAINING DIRECTORY, 2003-2004

This *North Central Counties Consortium Training Directory, 2003-2004*, is produced as part of the statewide California Cooperative Occupational Information System (CCOIS). The directory is developed through a cooperative effort between the North Central Counties Consortium (NCCC) and the State of California, Employment Development Department, Labor Market Information Division (LMID); and the California Career Resource Network (CalCRN). The CCOIS Group at LMID for the last two years has been the compiler of the California Education and Training Provider (CTEP) database used in developing this directory.

Information in this directory has been gathered from the updated CTEP database *and* from local research, including review of school websites and calling schools, and review of the Northern California Employment Network (NCEN) database of eligible training providers under the federal Workforce Investment Act. Part I of the directory is a chart of Standard Occupational Classification (SOC) system titles of occupations surveyed, alongside the names of schools that provide related training, organized alphabetically by SOC occupation title. Part I includes some adjacent county programs and colleges/universities for which school information is not included in Part II, yet the website address of such nearby programs is provided on the last page of the directory. Part II, organized alphabetically by school name, lists what the schools call their related training programs, along with school contact, services, and degree/certificate information.

CTEP provides additional information on services available to students at each school, not listed herein. CTEP is available on-line at <http://www.soicc.ca.gov/ctep/> (or from the LMID website, <http://www.calmis.ca.gov/>, at “Training & Education Providers”). Note that use of CTEP for this directory involves cross-referencing the Classroom Instructional Program (CIP) codes, titles, and classifications used therein, for identifying training programs, to the Standard Occupational Classification (SOC) codes, titles, and classifications used in CCOIS reports, for identifying occupations. CIP training program titles are shown in CTEP, but are not included herein.

Per CCOIS requirements, this Directory only includes Training Providers for the twenty-two (22) occupations that NCCC surveyed in 2003. Also, this directory generally includes only training programs provided in Colusa, Glenn, Lake, Sutter, and Yuba counties – except that with Butte Community College and Mendocino Community College districts extending into the NCCC area, programs mostly offered at their main campuses, outside NCCC, are included; and CSU, Chico, Sacramento, and Sonoma, and UC, Davis are cited. To assist the user in locating additional training programs, the websites for these and other nearby education providers are provided on the last page of this training directory. (Course offerings should be checked for nearby counties’ community colleges and offices of education.) To locate public and private training providers for all occupations, check the NCEN website, http://www.nortec.org/vendor/vendor_start.html, and the CTEP website referred to above.

Users of this directory should note that the North Central Counties Consortium and the EDD Labor Market Information Division do not endorse any particular schools or training providers listed. Also, while we have made an effort to ensure that the information listed is accurate and up-to-date, the status of training programs changes frequently, and current information may not in all cases be reflected in this directory. Contact the training providers directly to verify the current status of programs of interest. For information on vocational certificates, for successful completion of a class or set of classes, check the school website or catalog, or call the school.

NORTH CENTRAL COUNTIES CONSORTIUM TRAINING DIRECTORY, 2003-2004

PART I - LIST OF SOC OCCUPATIONS WITH TRAINING PROVIDERS IN NCCC AREA

ACCOUNTANTS AND AUDITORS

BUTTE COMMUNITY COLLEGE
CALIFORNIA STATE UNIVERSITIES - Chico; Sacramento; Sonoma
CLEAR LAKE COMMUNITY COLLEGE
H & R BLOCK – Clearlake and Yuba City
MENDOCINO COMMUNITY COLLEGE
UNIVERSITY OF CALIFORNIA - Davis
UNIVERSITY OF PHOENIX - Beale AFB; Chico; Roseville
YUBA COMMUNITY COLLEGE

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

BUTTE COMMUNITY COLLEGE
CAMBRIDGE CAREER COLLEGE
CLEAR LAKE COMMUNITY COLLEGE
GLENN CO. OFFICE OF EDUCATION - ADULT PROGRAM / ROP
H & R BLOCK – Clearlake and Yuba City
LAKE COUNTY OFFICE OF EDUCATION - ADULT EDUC. / ROP
MENDOCINO COMMUNITY COLLEGE
TRI- COUNTY ROP - Yuba, Sutter, and Colusa counties
YUBA COMMUNITY COLLEGE

CARPENTERS and HELPERS - CARPENTERS

GLENN CO. OFFICE OF EDUCATION - ADULT PROGRAM / ROP
LAKE COUNTY OFFICE OF EDUCATION - ADULT EDUC. / ROP
TRI- COUNTY ROP - Yuba, Sutter, and Colusa counties

DENTAL ASSISTANTS

BUTTE COUNTY OFFICE OF EDUCATION - ROP
GLENN CO. OFFICE OF EDUCATION - ADULT PROGRAM / ROP
HIGH-TECH INSTITUTE - Sacramento
SACRAMENTO CITY COLLEGE
SANTA ROSA JUNIOR COLLEGE
TRI- COUNTY ROP - Yuba, Sutter, and Colusa counties
WESTERN CAREER COLLEGE - Sacramento

DENTAL HYGIENISTS

SACRAMENTO CITY COLLEGE
SANTA ROSA JUNIOR COLLEGE
SHASTA COLLEGE

DESKTOP PUBLISHERS

BUTTE COMMUNITY COLLEGE
CLEAR LAKE COMMUNITY COLLEGE
GLENN CO. OFFICE OF EDUCATION - ADULT PROGRAM / ROP
LAKE COUNTY OFFICE OF EDUCATION - ADULT EDUC. / ROP
MENDOCINO COMMUNITY COLLEGE
TRI- COUNTY ROP - Yuba, Sutter, and Colusa counties
YUBA COMMUNITY COLLEGE

**ESL (English as Second Language)
TEACHERS**

BUTTE COMMUNITY COLLEGE
CALIFORNIA STATE UNIVERSITIES - Chico; Sacramento; Sonoma
CHAPMAN UNIVERSITY
CLEAR LAKE COMMUNITY COLLEGE
MENDOCINO COMMUNITY COLLEGE
UNIVERSITY OF CALIFORNIA - Davis
YUBA COMMUNITY COLLEGE

FINANCIAL MANAGERS

BUTTE COMMUNITY COLLEGE
CALIFORNIA STATE UNIVERSITIES - Chico; Sacramento; Sonoma
CHAPMAN UNIVERSITY
CLEAR LAKE COMMUNITY COLLEGE
MENDOCINO COMMUNITY COLLEGE
UNIVERSITY OF CALIFORNIA - Davis
UNIVERSITY OF PHOENIX - Beale AFB; Chico; Roseville
YUBA COMMUNITY COLLEGE

**FIRST-LINE SUPERVISORS/ MANAGERS
OF FARMING, FISHING, AND
FORESTRY WORKERS**

BUTTE COMMUNITY COLLEGE
CALIFORNIA STATE UNIVERSITIES - Chico; Sacramento; Sonoma
CLEAR LAKE COMMUNITY COLLEGE
MENDOCINO COMMUNITY COLLEGE
TRI- COUNTY ROP - Yuba, Sutter, and Colusa counties
YUBA COMMUNITY COLLEGE – Lake Co.

FOOD SERVICE MANAGERS

BUTTE COMMUNITY COLLEGE
CLEAR LAKE COMMUNITY COLLEGE
MENDOCINO COMMUNITY COLLEGE
YUBA COMMUNITY COLLEGE

**LICENSED PRACTICAL AND
VOCATIONAL NURSES**

BUTTE COMMUNITY COLLEGE
CLEAR LAKE COMMUNITY COLLEGE
TRI- COUNTY ROP - Yuba, Sutter, and Colusa counties
YUBA COMMUNITY COLLEGE

**MEDICAL RECORDS AND HEALTH
INFORMATION TECHNICIANS**

BUTTE COMMUNITY COLLEGE
CLEAR LAKE COMMUNITY COLLEGE
GLENN CO. OFFICE OF EDUCATION -ADULT PROGRAM / ROP
LAKE COUNTY OFFICE OF EDUCATION -ADULT EDUC. / ROP
MENDOCINO COMMUNITY COLLEGE
TRI- COUNTY ROP - Yuba, Sutter, and Colusa counties
YUBA COMMUNITY COLLEGE

**NURSING AIDES, ORDERLIES, AND
ATTENDANTS**

BUTTE COMMUNITY COLLEGE
LAKE COUNTY OFFICE OF EDUCATION - ADULT EDUC. / ROP
TRI- COUNTY ROP - Yuba, Sutter, and Colusa counties

	YUBA COMMUNITY COLLEGE
PHARMACISTS	CALIFORNIA STATE UNIVERSITIES - Chico; Sacramento; Sonoma UNIVERSITY OF CALIFORNIA - Davis UNIVERSITY OF CALIFORNIA – San Francisco UNIVERSITY OF PACIFIC - Stockton
PHARMACY AIDES	BUTTE COMMUNITY COLLEGE CLEAR LAKE COMMUNITY COLLEGE GLENN CO. OFFICE OF EDUCATION - ADULT PROGRAM / ROP LAKE COUNTY OFFICE OF EDUCATION - ADULT EDUC. / ROP MENDOCINO COMMUNITY COLLEGE TRI- COUNTY ROP - Yuba, Sutter, and Colusa counties YUBA COMMUNITY COLLEGE
PHARMACY TECHNICIANS	CERRITOS COLLEGE - Norwalk SANTA ANA COLLEGE – Santa Ana
PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALISTS	AMERICAN RIVER COLLEGE (power to arrest & firearms training) BUTTE COMMUNITY COLLEGE CALIFORNIA STATE UNIVERSITIES - Chico; Sacramento; Sonoma CHAPMAN UNIVERSITY CLEAR LAKE COMMUNITY COLLEGE MENDOCINO COMMUNITY COLLEGE SACRAMENTO CITY COLLEGE UNIVERSITY OF CALIFORNIA - Davis YUBA COMMUNITY COLLEGE
SALES REPRESENTATIVES, WHOLESALE AND MANUFACTURING, TECHNICAL AND SCIENTIFIC	BUTTE COMMUNITY COLLEGE CALIFORNIA STATE UNIVERSITIES - Chico; Sacramento; Sonoma CLEAR LAKE COMMUNITY COLLEGE MENDOCINO COMMUNITY COLLEGE UNIVERSITY OF CALIFORNIA - Davis YUBA COMMUNITY COLLEGE
SOCIAL AND HUMAN SERVICE ASSISTANTS	BUTTE COMMUNITY COLLEGE CALIFORNIA STATE UNIVERSITIES - Chico; Sacramento; Sonoma CHAPMAN UNIVERSITY CLEAR LAKE COMMUNITY COLLEGE MENDOCINO COMMUNITY COLLEGE UNIVERSITY OF CALIFORNIA - Davis YUBA COMMUNITY COLLEGE

NORTH CENTRAL COUNTIES CONSORTIUM TRAINING DIRECTORY, 2003-2004

PART II - LIST OF TRAINING PROVIDERS FOR SOC OCCUPATIONS SURVEYED IN 2003 - WITH CONTACT, SERVICES, AND TRAINING PROGRAM INFORMATION

BUTTE COMMUNITY COLLEGE - MAIN CAMPUS/BUTTE CO.

3536 BUTTE CAMPUS DR.
OROVILLE, CA 95965

School Type: Community College

Phone: (530) 895-2511

Internet: <http://www.butte.cc.ca.us/>

SERVICES

Job Placement	No
Counseling	Yes
Child Care	No
Open Entry/Open Exit	No
Distance Learning	Yes

DEGREES

Master	No
Bachelor	No
Associate	Yes
Certificate	Yes
Diploma	No

BUTTE COMMUNITY COLLEGE - GLENN COUNTY CENTER

604 E. WALKER
ORLAND, CA 95963

Phone: (530) 865-9728

Internet: <http://www.butte.cc.ca.us/>

OCCUPATION

TRAINING PROGRAM

ACCOUNTANTS AND AUDITORS	Accounting & Business Computer Systems
BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS	Accounting & Business Computer Systems
DESKTOP PUBLISHERS	Word Processing & Graphic Design for Print
ESL (English as Second Language) TEACHERS	General Education
FINANCIAL MANAGERS	Accounting; Business Computer Systems; Business Administration & Management
FIRST-LINE SUPERVISORS/MANAGERS OF FARMING, FISHING, AND FORESTRY WORKERS	Agriculture Business & Science; Mechanized Agriculture; Forestry/Natural Resources
FOOD SERVICE MANAGERS	Food Services Management
LICENSED VOCATIONAL & PRACTICAL NURSES	Vocational Nursing
MEDICAL RECORDS & HEALTH INFORMATION TECHNICIANS	Medical Office Skills
NURSING AIDES, ORDERLIES, AND ATTENDANTS	Certified Nursing Assistant
PHARMACY AIDES	Business Computer Applications; Clerical
PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALISTS	Alcohol & Drug Studies; Career Planning; Social Science
SALES REPRESENTATIVES, WHOLESALE AND MANUFACTURING, TECHNICAL AND SCIENTIFIC	General Education; Science; Computer Apps.
SOCIAL AND HUMAN SERVICE ASSISTANTS	Alcohol & Drug Studies; Career Planning; Social Science

Butte Community College District, 2003-2004 Catalog at: <http://www.collegesource.org/cat209/105173.pdf>
See pages 10-11 of this catalog for list of Career Programs and Technical Education offered.

CAMBRIDGE CAREER COLLEGE

990 KLAMATH LANE, SUITE A
YUBA CITY, CA 95993

School Type: Proprietary (Private) Business
and Technical Schools

Phone: (530) 674-9199

Internet: <http://www.cambridge.edu>

SERVICES

Job Placement	Yes	Master	No
Counseling	No	Bachelor	No
Child Care	No	Associate	No
Open Entry/Open Exit	No	Certificate	Yes
Distance Learning	No	Diploma	No

DEGREES

OCCUPATION

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

TRAINING PROGRAM

Administrative Assistant; Business Software

CHAPMAN UNIVERSITY

1469 BUTTE HOUSE ROAD, SUITE E
YUBA CITY, CA 95993-2754

School Type: Private College w/ Grad. School

Phone: (530) 674-2758

Internet: <http://www.chapman.edu/univcoll/ac/yubacity/>

SERVICES

Job Placement	Yes	Master	Yes
Counseling	Yes	Bachelor	Yes
Child Care	No	Associate	No
Open Entry/Open Exit	No	Certificate	No
Distance Learning	Yes	Diploma	No

DEGREES

OCCUPATION

ESL (English as Second Language) TEACHERS

FINANCIAL MANAGERS

PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALISTS
--

SOCIAL AND HUMAN SERVICE ASSISTANTS

TRAINING PROGRAM

Teacher Education

Organizational Leadership/Business Management

Criminal Justice/Law Enforcement; Social Sciences
--

Social Sciences

CLEAR LAKE COMMUNITY COLLEGE

15880 DAM ROAD EXT.
CLEARLAKE, CA 95422

School Type: Community College

Phone: (707) 995-7900

Internet: <http://clearlake.yccd.edu/instruction/index.htm>

This college is part of Yuba Comm. College District.

SERVICES

Job Placement	Yes	Master	No
Counseling	Yes	Bachelor	No
Child Care	Yes	Associate	Yes
Open Entry/Open Exit	No	Certificate	Yes
Distance Learning	Yes	Diploma	No

DEGREES

OCCUPATION

ACCOUNTANTS AND AUDITORS

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS

DESKTOP PUBLISHERS

ESL (English as Second Language) TEACHERS

FINANCIAL MANAGERS

FIRST-LINE SUPERVISORS/MANAGERS OF FARMING, FISHING, AND FORESTRY WORKERS
--

TRAINING PROGRAM

Accounting & Business Computer Applications

Accounting & Business Computer Applications

Word Processing & Computer Applications

General Education

Accounting; Business Computer Applications; Business Administration & Management

Viticulture

FOOD SERVICE MANAGERS	Food Services Management
LICENSED VOCATIONAL & PRACTICAL NURSES	Vocational Nursing
MEDICAL RECORDS & HEALTH INFORMATION TECHNICIANS	Medical Office Skills
PHARMACY AIDES	Business Computer Applications; Clerical
PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALISTS	Chemical Dependency Awareness; Social Science
SALES REPRESENTATIVES, WHOLESALE AND MANUFACTURING, TECHNICAL AND SCIENTIFIC	General Education; Physical Science; Computer
SOCIAL AND HUMAN SERVICE ASSISTANTS	Chemical Dependency Awareness; Social Science

Yuba Community College District, 2003-2004 Catalog at: <http://www.collegesource.org/cat209/104886.pdf>
See pages 58-62 of this catalog for Programs & Options, with list of degrees and certificates offered.

GLENN COUNTY OFFICE OF EDUCATION – ADULT PROGRAM & ROP

525 W. SYCAMORE STREET

WILLOWS, CA 95988

		<u>SERVICES</u>		<u>DEGREES</u>	
<u>School Type:</u>	Secondary Schools & Public Adult	Job Placement	No	Master	No
	Schools with Occupational Programs	Counseling	Yes	Bachelor	No
Phone:	(530) 934-6575	Child Care	No	Associate	No
Internet:	http://www.glenn-co.k12.ca.us/gcoe/	Open Entry/Open Exit	No	Certificate	Yes
		Distance Learning	No	Diploma	Yes

OCCUPATION

TRAINING PROGRAM

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS	Computer Accounting; Computer Applications
CARPENTERS and HELPERS - CARPENTERS	Cabinetmaking
DENTAL ASSISTANTS	Dental Assistant (w/Butte Co. ROP, in Chico)
DESKTOP PUBLISHERS	Desktop Publishing w/MS Word & Publisher; Digital Imaging and Scanning; Web Page Design
MEDICAL RECORDS & HEALTH INFORMATION TECHNICIANS	Medical Terminology
PHARMACY AIDES	Computer Applications

H & R BLOCK

4477 MOSS AVE. / P.O. BOX 2737

CLEARLAKE, CA 95453

Phone: (707) 995-1040

1270 STABLER LN., STE. 300

YUBA CITY, CA 95993

Phone: (530) 673-4118

School Type: Private, Seasonal School (Sept. – Nov.)

OCCUPATION

TRAINING PROGRAM

ACCOUNTANTS & AUDITORS <i>and</i> BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS	Taxation
--	----------

LAKE COUNTY OFFICE OF EDUCATION - ADULT EDUCATION & ROP

55 FIRST ST. / BOX G
LAKEPORT, CA 95453

School Type: Secondary Schools & Public Adult
Schools with Occupational Programs

Phone: (707) 262-3494

Internet: <http://www.lake-coe.k12.ca.us/ROP/index.html>

SERVICES

Job Placement	No	Master	No
Counseling	Yes	Bachelor	No
Child Care	No	Associate	No
Open Entry/Open Exit	No	Certificate	Yes
Distance Learning	No	Diploma	Yes

DEGREES

OCCUPATION

TRAINING PROGRAM

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS	Computer Applications; Office Skills
CARPENTERS and HELPERS - CARPENTERS	Cabinetmaking; Construction; Woods
DENTAL ASSISTANTS	Dental Assisting
DESKTOP PUBLISHERS	Desktop Publishing; Digital Imaging
FIRST-LINE SUPERVISORS/MANAGERS OF FARMING, FISHING, AND FORESTRY WORKERS	Agriculture & Metal Fabrication; Welding
FOOD SERVICE MANAGERS	Culinary Arts
MEDICAL RECORDS & HEALTH INFORMATION TECHNICIANS	Health Careers
NURSING AIDES, ORDERLIES, AND ATTENDANTS	Certified Nursing Assistant/HHA; Phlebotomy
PHARMACY AIDES	Computer Applications; Office Skills

MENDOCINO COMMUNITY COLLEGE

1005 PARALLEL DR.
LAKEPORT, CA 95453

School Type: Community College

Lakeport Center Phone: (707) 263-4944

Ukiah Main Campus Ph: (707) 468-3000

Internet: <http://www.mendocino.cc.ca.us/index.html>

SERVICES

Job Placement	No	Master	No
Counseling	Yes	Bachelor	No
Child Care	No	Associate	Yes
Open Entry/Open Exit	No	Certificate	Yes
Distance Learning	Yes	Diploma	No

DEGREES

OCCUPATION

TRAINING PROGRAM

ACCOUNTANTS AND AUDITORS	Accounting & Business Computer Applications
BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS	Accounting & Business Computer Applications
DESKTOP PUBLISHERS	Word Processing & Computer Applications
ESL (English as Second Language) TEACHERS	General Education
FINANCIAL MANAGERS	Accounting; Business Computer Applications; Business Administration & Management
FIRST-LINE SUPERVISORS/MANAGERS OF FARMING, FISHING, AND FORESTRY WORKERS	Agriculture; Nursery & Floriculture Practices; Irrigation; Viticulture
FOOD SERVICE MANAGERS	Food Services Management
MEDICAL RECORDS & HEALTH INFORMATION TECHNICIANS	Medical Office Skills
PHARMACY AIDES	Business Computer Applications; Clerical

PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALISTS	Alcohol & Drug Studies; Social Science
SALES REPRESENTATIVES, WHOLESALE AND MANUFACTURING, TECHNICAL AND SCIENTIFIC	General Education; Science; Computer Applications
SOCIAL AND HUMAN SERVICE ASSISTANTS	Alcohol & Drug Studies; Social Science

TRI - COUNTY REGIONAL OCCUPATIONAL PROGRAM (ROP)

970 KLAMATH LANE
YUBA CITY, CA 95991

School Type: Secondary Schools & Public Adult
Schools with Occupational Programs

Phone: (530)822-2952

Internet: <http://www.sutter.k12.ca.us/ROP/rop.htm>

SERVICES

Job Placement	Yes	Master	No
Counseling	Yes	Bachelor	No
Child Care	No	Associate	No
Open Entry/Open Exit	Yes	Certificate	Yes
Distance Learning	No	Diploma	Yes

DEGREES

OCCUPATION

TRAINING PROGRAM

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS	Accounting Principles & Practices; Business Communications; Computer Applications
CARPENTERS and HELPERS - CARPENTER	Construction Technology; Furniture & Cabinet Construction
DENTAL ASSISTANTS	Dental Assisting
DESKTOP PUBLISHERS	Graphic Communications; Web Page Design; Word Processing
FIRST-LINE SUPERVISORS/MANAGERS OF FARMING, FISHING, AND FORESTRY WORKERS	Farm Equipment & Metal Fabrication; Industrial & Farm Power Mechanics; Welding
FOOD SERVICE MANAGERS	Food Service/Deli
LICENSED VOCATIONAL & PRACTICAL NURSES	Vocational Nursing; Medical Terminology
MEDICAL RECORDS & HEALTH INFORMATION TECHNICIANS	Health Care Information Services; Medical Terminology & Office Services
NURSING AIDES, ORDERLIES, AND ATTENDANTS	Basic Patient Care; Home Care
PHARMACY AIDES	Cashier/Checker Training; Computer Applications
PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALISTS	Law Enforcement

For Yuba Community College sites, training information is combined below, after listing sites.

YUBA COMMUNITY COLLEGE

- BEALE AIR FORCE BASE

17849 16TH STREET
BEALE AFB, CA 95903
Phone: (530) 788-0973

- COLUSA COUNTY

745 10TH STREET
COLUSA, CA 95932
Phone: (530) 458-4085

Internet: <http://www.yuba.cc.ca.us/>

SERVICES

Job Placement	Yes	Master	No
Counseling	Yes	Bachelor	No
Child Care	No	Associate	Yes
Open Entry/Open Exit	No	Certificate	Yes
Distance Learning	Yes	Diploma	No

DEGREES

(Yuba Community College - Lake County Campus is now known as Clear Lake Community College -- see CLEAR LAKE COMMUNITY COLLEGE.)

YUBA COMMUNITY COLLEGE – MARYSVILLE – MAIN CAMPUS

2088 NORTH BEALE ROAD
MARYSVILLE, CA 95901-7699

School Type: Community College

Phone: (530)741-6700

Internet: <http://www.yuba.cc.ca.us/>

SERVICES

Job Placement	Yes	Master	No
Counseling	Yes	Bachelor	No
Child Care	Yes	Associate	Yes
Open Entry/Open Exit	No	Certificate	Yes
Distance Learning	Yes	Diploma	No

DEGREES

OCCUPATION

TRAINING PROGRAM

ACCOUNTANTS AND AUDITORS	Accounting & Business Computer Applications
BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS	Accounting & Business Computer Applications
DESKTOP PUBLISHERS	Word Processing & Computer Applications
ESL (English as Second Language) TEACHERS	General Education
FINANCIAL MANAGERS	Accounting; Business Computer Applications; Business Administration & Management
FIRST-LINE SUPERVISORS/MANAGERS OF FARMING, FISHING, AND FORESTRY WORKERS	Viticulture
FOOD SERVICE MANAGERS	Food Services Management
LICENSED VOCATIONAL & PRACTICAL NURSES	Vocational Nursing
MEDICAL RECORDS & HEALTH INFORMATION TECHNICIANS	Medical Office Skills
PHARMACY AIDES	Business Computer Applications; Clerical
PROBATION OFFICERS AND CORRECTIONAL TREATMENT SPECIALISTS	Chemical Dependency Awareness; Chemical Dependency Counselor; Social Science
SALES REPRESENTATIVES, WHOLESALE AND MANUFACTURING, TECHNICAL AND SCIENTIFIC	General Education; Science; Business Computer Applications
SOCIAL AND HUMAN SERVICE ASSISTANTS	Chemical Dependency Awareness; Social Science

Yuba Community College District, 2003-2004 Catalog at: <http://www.collegesource.org/cat209/104886.pdf>
See pages 58-62 of this catalog for Programs & Options, with list of degrees and certificates offered.

See next page for List of Websites of College/University Extension Programs; Community Colleges; and County Offices of Education within commuting area.

Also, note that community colleges have additional training opportunities provided by community education and/or contract education divisions, which change from season to season and which have not been included in this directory. In many cases, these divisions of community colleges have training programs related to the occupations surveyed. If you are looking for training for yourself or others, it is recommended you call these departments, too. Website addresses for community education divisions are included in the following list *only* for Butte and Yuba Community Colleges, and no links are provided for contract education divisions.

WEBSITES OF COLLEGE/UNIVERSITY EXTENSION PROGRAMS, COMMUNITY COLLEGES, & COUNTY OFFICES OF EDUCATION

State Colleges & Universities

California State University, Chico
-- Center for Regional and Continuing Educ.

<http://www.csuchico.edu/>
<http://rce.csuchico.edu/extension/>

California State University, Sacramento
-- College of Continuing Education

<http://www.csus.edu/>
<http://www.cce.csus.edu/>

California State University, Sonoma
-- School of Extended Education

<http://www.sonoma.edu/>
<http://www.sonoma.edu/exed/programs.html>

University of California, Davis
-- UC Davis Extension

<http://www.ucdavis.edu/>
<http://universityextension.ucdavis.edu/>

Community Colleges

American River College

http://www.losrios.edu/lrc/lrc_prg1.html

Butte Community College
- Community Education Division

<http://www.butte.cc.ca.us/>
<http://www.butte.cc.ca.us/services/community/comed/>

Clear Lake Community College

<http://clearlake.yccd.edu/>

Mendocino Community College

<http://www.mendocino.cc.ca.us/index.html>

Sacramento City College

http://www.losrios.edu/lrc/lrc_prg1.html

Sierra Community College

<http://www.sierra.cc.ca.us/>

Solano Community College

<http://www.solano.cc.ca.us/>

Santa Rosa Junior College

<http://www.santarosa.edu/>

Yuba Community College
- Community Education Division

<http://www.yuba.cc.ca.us/>
<http://www.yccd.edu/instruction/community%5Fed/index.htm>

County Offices of Education

ROP & Adult Education Programs

Butte County Office of Education

<http://www.bcoe.org/>

Colusa County Office of Education

<http://www.colusa-coe.k12.ca.us/>

Glenn County Office of Education

<http://www.glenn-co.k12.ca.us/>

Lake County Office of Education

<http://www.lake-coe.k12.ca.us/>

Mendocino County Office of Education

<http://www.mcoe.k12.ca.us/>

Nevada & Placer Cos. Office of Education

<http://www.49errop.com/classked.htm> - health

Solano County Office of Education

<http://www.solanocoe.k12.ca.us/>

Sacramento County Office of Education

<http://www.scoe.net/>

Sonoma County Office of Education

<http://www.scoe.org/>

Sutter County Supt. of Schools / Office of Education

<http://www.sutter.k12.ca.us/>

Yuba County Supt. of Schools / Office of Education

<http://www.yubacoe.k12.ca.us/>

Employer:

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

**APPENDIX: Questionnaire used in
the 2003 NCCC CCOIS Survey**

Occupation: BOOKKEEPING, ACCOUNTING, & AUDITING CLERKS (A title & defn. left in for Appendix example.)		
Definition: Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.		
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete this survey for this occupation. If no, or have questions, please call Nelson at (530) 751-8209; or return this questionnaire by mail or fax (w/"No" marked). If your firm has multiple locations, please answer for locations in Colusa, Glenn, Lake, Sutter and/or Yuba counties.		
1. What job title(s) does your firm use for this occupation / these duties?	Job Title(s):	
2. a. How many employees does your firm currently have in this occupation?	Number of Employees in Occupation: _____	
b. In this occupation, how many are male; and how many are female?	# of Males: _____ # of Females: _____	
c. What <u>Categories</u> are these employees in, and on average, in each category, how many weekly hours do they work?		
Regular, Full-Time:	Number of Employees:	Average Weekly Hours Worked:
Regular, Part-Time:	Number of Employees:	Average Weekly Hours Worked:
Temporary/On Call:	Number of Employees:	Average Weekly Hours Worked:
Seasonal:	Number of Employees:	Average Weekly Hours Worked:
3. In your firm, what shifts are available for this occupation? (check all that apply)	<input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard/Overnight <input type="checkbox"/> Other: Please specify: _____	
4. Has your firm hired in this occupation within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how many were hired to fill: a. Vacancies resulting from promotions within your firm?	a.	
b. Vacancies resulting from people in permanent positions leaving your firm?	b.	
c. New permanent positions resulting from growth?	c.	
d. Temporary, on call, or seasonal positions?	d.	
5. a. During the last 12 months, did your firm's employment in this occupation: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)	<input type="checkbox"/> Decline <input type="checkbox"/> Remain Stable <input type="checkbox"/> Grow	
6. When you hire applicants for this occupation, is prior work experience in this occupation required? If yes or preferred, how much experience in this occupation is required/preferred? Is experience in other occupations accepted? If yes, please specify occupation(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required, but preferred _____ months <input type="checkbox"/> Yes <input type="checkbox"/> No Occupation(s): _____ mos.	
7. If prior experience is required (Yes, above): When you hire applicants for this occupation, indicate how difficult it is for your firm to find fully qualified applicants. (Circle 1, 2, 3, or 4)		
Not Difficult	1	2
3	4	Difficult
8. If prior experience is not required (No, above): When you hire applicants for this occupation, indicate how difficult it is for your firm to find qualified applicants. (Circle 1, 2, 3, or 4)		
Not Difficult	1	2
3	4	Difficult

9. Does your firm accept training as a substitute for experience in this occupation? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ months																																																																																																				
10. Is technical or vocational training required prior to employment <i>in this occupation</i> ? If yes or preferred, what kind of training is required? How many months?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required, But Preferred _____ mos.																																																																																																				
11. What is the minimum level of education your firm <i>requires</i> when hiring an applicant <i>in this occupation</i> ? (Check one).																																																																																																						
<input type="checkbox"/> Less than high school diploma <input type="checkbox"/> High school diploma or equivalent <input type="checkbox"/> Associate Degree (2 year) <input type="checkbox"/> Bachelor Degree (4 year) <input type="checkbox"/> Graduate Study																																																																																																						
12. What is the usual income earned by your firm's employees <i>in this occupation</i> at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and types(s) of compensation.																																																																																																				
a. New Hires, No Experience (trained or untrained) : b. New Hires Who Are Experienced: c. Experienced Employees after 3 years with your firm (in 4th year there): Please check one:	<u>Base Wage or Salary</u> a. \$ _____ b. \$ _____ c. \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Other Compensation</u> a. \$ _____ b. \$ _____ c. \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	<u>Type of Other Compensation</u> <input type="checkbox"/> Commission <input type="checkbox"/> Tips <input type="checkbox"/> Bonus <input type="checkbox"/> Piece Rate <input type="checkbox"/> Other – Please Specify: _____																																																																																																			
13. Are the wages for employees <i>in this occupation</i> subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?			<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																			
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees <i>in this occupation</i> and which best describes who pays for them:																																																																																																						
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th colspan="2"><u>Employer Pays All</u></th> <th colspan="2"><u>Share Cost</u></th> <th colspan="2"><u>Employee Pays All</u></th> <th colspan="2"><u>Not Provided</u></th> </tr> <tr> <th></th> <th>FT</th> <th>PT</th> <th>FT</th> <th>PT</th> <th>FT</th> <th>PT</th> <th>FT</th> <th>PT</th> </tr> </thead> <tbody> <tr> <td>Medical Insurance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Dental Insurance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Vision Insurance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Life Insurance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Sick Leave</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Vacation</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Retirement Plan</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Child Care</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other (please specify): _____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>					<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>		<u>Not Provided</u>			FT	PT	FT	PT	FT	PT	FT	PT	Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>		<u>Not Provided</u>																																																																																															
	FT	PT	FT	PT	FT	PT	FT	PT																																																																																														
Medical Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
Dental Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
Vision Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
Life Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
Sick Leave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
Retirement Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
Child Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
Other (please specify): _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																														
15 a. Does your firm ever promote employees in this occupation to higher level positions? If yes, what are the titles of the positions promoted to?		<input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____																																																																																																				
b. What skills are important for career advancement?																																																																																																						
16. What computer software skills, if any, does your firm seek in applicants <i>for this occupation</i> ? (Please check all that apply)																																																																																																						
<input type="checkbox"/> None <i>If applicable, please specify software brand/type:</i> <input type="checkbox"/> Word Processing <input type="checkbox"/> Spreadsheet <input type="checkbox"/> Database <input type="checkbox"/> Desktop Publishing <input type="checkbox"/> Other: _____ _____																																																																																																						
17. What other new skills are needed to perform duties of this occupation?																																																																																																						
18. When your firm hires employees <i>for this occupation</i> , which are the top three (3) most successful recruitment methods?																																																																																																						
<table style="width: 100%;"> <tr> <td><input type="checkbox"/> In-house promotions or transfers</td> <td><input type="checkbox"/> Newspaper ads</td> <td><input type="checkbox"/> Employee referrals</td> </tr> <tr> <td><input type="checkbox"/> School/program referrals</td> <td><input type="checkbox"/> Walk-in applicants</td> <td><input type="checkbox"/> Internet</td> </tr> <tr> <td><input type="checkbox"/> Colleges/Universities</td> <td><input type="checkbox"/> Union hall referrals</td> <td><input type="checkbox"/> Employment Development Department</td> </tr> <tr> <td><input type="checkbox"/> Private employment agencies</td> <td><input type="checkbox"/> Trade journals</td> <td><input type="checkbox"/> Other (Please specify): _____</td> </tr> </table>				<input type="checkbox"/> In-house promotions or transfers	<input type="checkbox"/> Newspaper ads	<input type="checkbox"/> Employee referrals	<input type="checkbox"/> School/program referrals	<input type="checkbox"/> Walk-in applicants	<input type="checkbox"/> Internet	<input type="checkbox"/> Colleges/Universities	<input type="checkbox"/> Union hall referrals	<input type="checkbox"/> Employment Development Department	<input type="checkbox"/> Private employment agencies	<input type="checkbox"/> Trade journals	<input type="checkbox"/> Other (Please specify): _____																																																																																							
<input type="checkbox"/> In-house promotions or transfers	<input type="checkbox"/> Newspaper ads	<input type="checkbox"/> Employee referrals																																																																																																				
<input type="checkbox"/> School/program referrals	<input type="checkbox"/> Walk-in applicants	<input type="checkbox"/> Internet																																																																																																				
<input type="checkbox"/> Colleges/Universities	<input type="checkbox"/> Union hall referrals	<input type="checkbox"/> Employment Development Department																																																																																																				
<input type="checkbox"/> Private employment agencies	<input type="checkbox"/> Trade journals	<input type="checkbox"/> Other (Please specify): _____																																																																																																				
19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:		<input type="checkbox"/> Yes <input type="checkbox"/> No _____																																																																																																				
Would you like to receive a complimentary copy of the survey results for this occupation?			<input type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																			

**NORTH CENTRAL COUNTIES CONSORTIUM
ONE-STOP CAREER CENTERS**

<u>COLUSA COUNTY</u>	
Colusa County Career Resource Center 144 Market Street Colusa, CA 95932 (530) 458-0326 (530) 458-0335 (Fax)	Colusa County Career Resource Center Williams Center 570 6 th Street; P.O. Box 37 Williams, CA 95987 (530) 473-3927
<u>GLENN COUNTY</u>	
Glenn County Human Resource Agency 420 E. Laurel Street Willows, CA 95988 (530) 934-6490 (530) 934-6499 (Fax)	Orland Career Center 902 6th Street Orland, CA 95963 (530) 865-1132
<u>LAKE COUNTY</u>	
Lake County Career Center 55 First Street, Box F Lakeport, CA 95453 (707) 263-0630 (707) 263-0920 (Fax)	Clearlake Career Center 15880 Dam Road Ext. Clearlake, CA 95422 (707) 995-7100
<u>SUTTER COUNTY</u>	
Sutter County Superintendent of Schools Career Training and Education Center 256 Wilbur Avenue; P.O. Drawer F Yuba City, CA 95992 (530) 822-5120 (530) 674-7182 (Fax)	Sutter County One Stop Center for Business and Workforce Development 800 Plumas Street Yuba City, CA 95991 (530) 822-5340
<u>YUBA COUNTY</u>	
Yuba County Office of Education One Stop Center for Business & Workforce Development 1114 Yuba Street Marysville, CA 95901 (530) 741-6213 (530) 741-6487 (Fax)	

